

2018-2021

**LOCAL MEMORANDUM OF
UNDERSTANDING**

between the

UNITED STATES POSTAL SERVICE

SAINT LOUIS, MISSOURI

and the

AMERICAN POSTAL WORKERS UNION

AFL-CIO,

SAINT LOUIS GATEWAY DISTRICT

AREA LOCAL

This local memorandum of Understanding Applies to APWU Bargaining
Unit Employees at the following locations:

PROCESSING AND DISTRIBUTION CENTER

ST. LOUIS, MO

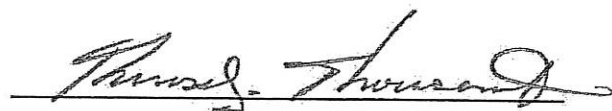
PRIORITY ANNEX

MAIN POST AND STATIONS/BRANCHES

SAINT LOUIS, MISSOURI

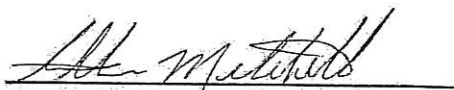
This Memorandum of Understanding, entered into on March 10, 2020, at the Saint Louis, Missouri Processing and Distribution Center Main Post Office, and its stations/branches between the representatives of the United States Postal Service and the designated agent of the Saint Louis Gateway District Area Local pursuant to the Local Implementation Provisions of the 2018 National Agreement with the American Postal Workers Union AFL-CIO.

For The United States Postal Service



RUSS THOUVENOT, POSTMASTER
ST. LOUIS, MISSOURI

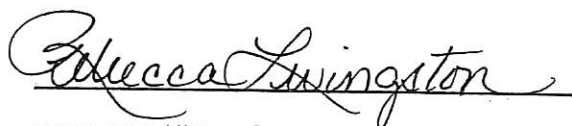
DATE:



ALLEN MITCHELL, ACTING PLANT MANAGER
ST. LOUIS, MISSOURI

DATE:

**For the Saint Louis Gateway District Area Local, American Post Workers Union,
AFL-CIO**



REBECCA LIVINGSTON, PRESIDENT
GATEWAY DISTRICT AREA LOCAL

DATE: 11-16-2020

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Item 1... Wash Up Time

Management shall allow reasonable wash up time to those employees who perform dirty work or work with toxic material when and where necessary. This may be before lunch, before going home, and other times when it is necessary.

Item 2...Establishment of a Regular Work Week of Five (5) Days with Fixed or Rotating Days

A. Clerk Craft

1. Saint Louis, Missouri Main Post Office (except Customer Service Units) shall have fixed days off
2. Stations, Branches, and Customer Service Units shall operate on a fixed schedule, rotating schedule, or a combination fixed and rotating schedule. (In those locations where any job becomes vacant, management has the right to determine whether or not to change the job to be fixed or rotating schedule). The local president will be notified of any change of fixed or rotating schedules.

B. Maintenance

1. In the Maintenance Craft the regular workweek shall have fixed days off.
2. Part time regular employees whose schedule is for six (6) workdays shall have a fixed day off
3. Full time regulars and part time regulars whose schedule is for less than six (6) work days shall have fixed, consecutive days off wherever possible.

C. Motor Vehicle

1. Basic workweeks will be provided for regular employees with fixed, non-rotating work days.
2. Unassigned regular employees who do not have a definite assignment such as motor vehicle operators who work varying hours and runs, shall have fixed, non-rotating workdays, but shall have flexible work schedules, subject to change of hours.
3. Those regular employees who have assignments with varying hours and/or runs, (e.g., TTO's or MVO's on utility runs, and scheduled assignments that require work on different runs on weekends or Mondays), shall have fixed, non-rotating workdays.

Item 3...Guidelines for Curtailment or Termination of Postal Operations

1. The parties recognize that the Postal Service is the most vital part of the Communication machinery of the United States of America, and that historically, the Post Office has provided this service to the public without interruption; therefore, as a matter of policy, Postal Operations will not be terminated at this Post Office, unless the Postmaster or his Designee determines that conditions so warrant.
2. In making this determination, Management will consider the safety and health of employees, civil disorders, bomb treats, acts of God, hazardous weather conditions and other circumstances.
3. Management will notify the local General President and employees at the earliest practicable time of terminations, or curtailment of Postal Operations, where possible. Such notifications may be by telephone, or other available public media.

Item 4...Local Leave Policy

1. General (All Crafts)

- A. Selection of vacation for the choice period shall begin the first week of November, prior to the leave year, with the 1st and 2nd round completed by December 31. All vacation selections will be completed by January 31. The employer shall notify the employees at least ten (10) days prior to the selection of vacation periods that the employee must be ready to make his/her selection when contacted.
- B. Employees unable to select at the time they are contacted, may defer their selection one (1) calendar day or 24 hours. Failure to select then will result in the employee being passed over until they have decided on their vacation.
- C. Absent employees will be handled as follows:
 - (1) Employees who know in advance that they may be absent during the vacation selection period shall leave a list of selections for vacation periods in order of preference with their immediate supervisor.
 - (2) Employees who have failed to comply with (1) above will be contacted by a union steward at their phone number of record as provided by management, and such steward will advise of the employee's desired selection or if unattainable, the supervisor will be advised that the employee will be passed over.
 - (3) Any employee who was not able to select a vacation because of extended leave (other than sick leave) will be allowed to select a vacation, provided that they have an earned annual leave balance for the current calendar year.
- D. An employee's holiday or designated holiday shall be included as part of an employee's vacation when falling during the vacation period and shall not be subject to the draft procedures of the Local Memorandum of Understanding. However, this language will not prohibit an employee from

volunteering to work.

- E. Additionally, the employee's non-scheduled day(s) prior to and following his/her vacation selection shall be excluded from draft procedures of Item 13 of the LMOU and Article 8.5 of the National Agreement. However, this language will prohibit an employee from volunteering to work.
- F. Any employee may select another vacation period when ordered to military duty, provided that the orders were received after the vacation selection process was completed. The orders must affect a vacation selected by the employee.
- G. If during the vacation selection process, an employee bids to another section, that employee will continue to select their vacation with the former section in the 1st and 2nd rounds.
- H. **Assigned/Unassigned/Unencumbered employees will make vacation selections in the sections to which they are assigned in order of their seniority.**

2. Annual leave shall be by tour and the following sections:

A. Clerk Craft, P&DC

- (1) Outgoing Mails
- (2) Outgoing Mails, non-scheme assignments
- (3) Incoming Mails, Non-scheme assignments
- (4) Incoming Mails, by scheme
- (5) FSM 1000
- (6) AFSM (100)
- (7) Dock Operations by occupational code
- (8) Dock expeditors and Van Control
- (9) Automation
- (10) Clerk/Messenger
- (11) Registry
- (12) Other operations by scheme and non-scheme assignment

B. Clerk Craft, Annex and DNET Facility

(1) Occupational Code

(2) Other operations by scheme and non-scheme assignment

C. Clerk Craft, Customer Service

(1) Each individual Station/Branch, together with their reporting Finance Stations, and Postal Stores

(2) Computerized Forwarding Unit

(3) Other operations by scheme and non-scheme assignment

D. Clerk Craft, Support and Administration

(1) Executive and administrative offices by function

(2) TACS Time and Attendance Clerks

(3) BMEU

(4) Other operations by scheme and non-scheme assignment

E. Maintenance Craft

Sections for the purpose of granting vacation choices will be defined by:

(1) Occupational group, by tour, main post office, and the following sections:

(a) PEM

(b) Building Services

(c) Area Maintenance

(2) Occupational group,

(a) By Station and Branch

(b) Annex (excluding building services)

(c) MOS

(d) BEM

{ f } PEM shop

F. Motor Vehicle

{ 1 } Annual leave shall be by tour at VMF South, and VMF West by the following sections:

- { a } Tractor Trailer Operators
- { b } Dispatch Clerks
- { c } General Clerks Vehicle Operations
- { d } Body fender repairman
- { e } Painters
- { f } Garageman
- { g } Auto Mechanics
- { h } Auto Technicians
- { i } Lead Technicians
- { j } Tool and Parts clerk and storekeeper
- { k } VMF Clerks

Item 5...The duration of the Choice Vacation Period(s)

Craft/Section	Choice Vacation Period
Maintenance Craft	Entire leave year
Clerk Craft Adm./Support Offices/BMEU	Entire leave year
MVS Office Clerks { excluding vehicle dispatch clerks }	Entire leave year
Clerk Craft: Plant, Customer Service, Annex, DNET Facility & CFS	1 st full pay period in Jan, thru Friday of the 1 st full week in Dec. Also 12/26 thru 01/01.
Motor Vehicle { all sections except office clerks }	1 st full pay period in Jan. thru Friday of the 1 st full week in Dec. Also 12/26 thru 01/01/

Item 6...The Determination of the Beginning Day of an Employee's Vacation

- A. General (all crafts) unless otherwise specified.

Employees in the APWU bargaining unit will begin vacation immediately following their second non-scheduled day, with the exception of employees who do not have consecutive days off. These employees shall have the option of starting their vacation after either of their off days.

- B. In customer service units only, employees, with split non-scheduled days, will begin their vacation on Monday.

Item 7...Whether Employees at their Option may Request Two Selections during the Choice Vacation Period, units of Either five (5) ten (10) days

General (All Crafts)

- A. Vacation selections for APWU craft employees will be scheduled in three (3) rounds. All employees at their option may request two selections during the choice vacation period of either five (5) or ten (10) days, or one selection of fifteen (15) days on either of the first two selection opportunities. Any selection of fifteen (15) or ten (10) days must be continuous days. No employee may schedule more than one selection of fifteen (15) continuous days or two separate selections, which total fifteen (15) days, during the first two rounds of vacation scheduling.
- B. A third round will then be initiated, enabling employees to select units of five (5), ten (10), or fifteen (15) days for the remainder of their yearly entitlement from available vacation periods. These vacation selections are not required to be continuous.
- C. Nothing in these provisions shall be construed by the parties to require employees to make a first, second or third vacation selection. The employee must submit a written notice waiving his/her selection opportunity.

- D. Vacations selections will be by seniority in the sections identified in Item 4.G.2. Following each round, part-time flexible employees will select vacation choices by seniority after all regular full-time and part-time regulars, with each identified section. Part time flexible vacation selections will be limited to annual leave hours that have been earned at the time of each round of vacation selections.

Item 8...Whether Jury Duty and Attendance at the National or State Conventions shall be Charged to the Choice Vacation Period

General (All Crafts)

Any APWU Bargaining Unit Employee required to serve on jury duty or who attends an APWU National or State Convention as a delegate shall not have such leave counted as one of the employee's choice vacation selections.

Item 9...Determination of the Maximum Number of Employees who shall receive Leave Each Week During the Choice Vacation Period

A. Clerk Craft

1. For the weeks beginning with the first full pay period in January through the first Friday of May and the last Saturday in October through the Friday of the first full Week in December (which would be no later than December 8th in any year), ten (10) per-cent per section, per tour may be off on scheduled vacation per week. When applying the requirement, any fraction of 0.50 or more will be rounded to the next higher whole number. Any fraction less than 0.50 will be rounded to the next lower whole number.

Exhibit 1A

Vacation Selection Options (Full- Time/Part- Time Regulars/Full Time Flexibles)

Yearly Entitlement (160 hours or 208 Hours)

1st Round 15 10 10 5 5 5 0 0 0 0

2nd Round 0 5 0 10 5 0 15 10 5 0

3rd Round * * * * * * * * * *

Yearly Entitlement (104 Hours)

1st Round 10 5 5 0 0 0

2nd Round 0 5 0 10 5 0

3rd Round * * * * *

*Remainder of yearly entitlement in five (5) day increments. On the third round, selections do not have to be consecutive or continuous weeks.

Exhibit IB

PART TIME FLEXIBLE VACATION PLANNING MEMOANDUM

PRT clerk employees will have the option of selection of vacation weeks using 4 to 8 hours of annual leave each day for each week of vacation selected.

PTF clerks must select in unit of one week (five days) because they do not have holidays counted into their vacation schedules.

No PTF clerk will be permitted to schedule more weeks than a full-time regular with the identical leave computation date. In more cases, this will result in the PTF having the following maximum selections:

Leave Computation Years
Maximum Vacation Weeks

0 to less than 3 years	2 weeks
3 years to less than 15 years	4 weeks
15 or more years	5 weeks

If a PTF is converted to a full time during the leave year, any schedule vacation will be converted to 8 hour days (except for holidays), and the PTF will complete a new 3971 for the same week(s) using the scheduled and tour of their full time regular assignment.

These provisions will apply to all part time flexible clerks and motor vehicle drivers in the 631 installation.

2. For the weeks beginning with the first Saturday in May (the day following the week set forth in A. 1, above), through the last Friday in October, 14% of the clerk craft employees will be allowed off each week. In sections with up to 14 employees, any fractions will be rounded up to the next whole number. In sections of 15 or more employees any fraction under .5 will be rounded down, any fraction .5 or over will rounded to the next whole number. (See Exhibit 2).

Exhibit 2

14% Formula		10% Formula		(1 for 7) Formula	
# of employees	off each week	# of employees	off each week	# of employees	off each week
1 - 7	1	1 - 14	1	1 - 7	1
8 - 17	2	15 - 24	2	8 - 14	2
18 - 24	3	25 - 34	3	15 - 22	3
25 - 32	4	35 - 44	4	23 - 30	4
33 - 39	5	45 - 54	5	31 - 37	5
40 - 46	6			38 - 45	6
47 - 53	7			46 - 53	7

(Choice Period 1st Saturday of May thru last Friday in October)

(First full pay period in January thru the 1st Friday of May, last Saturday in October thru Friday of the 1st full week in December)

(Maintenance Craft only)

B. Maintenance

Vacation choices will be granted by sections according to the following formula:

In each occupational group up to one (1) out of every six (6) or fraction of six (6) employees on each tour will be granted leave during each week of the choice vacation period.

C. Motor Vehicle

1. Vehicle Operations

- (a) The maximum number of drivers off per tour during the choice period will be 10%. Any fraction .5 or more will be rounded up to the next whole number, and any fraction below .5 will be round down.

(b) The maximum number of clerks allowed off each week of the choice vacation period will be one (1) per tour.

2. Vehicle Maintenance

(a) The maximum number of employees allowed off each week per tour, per section at each facility (VMF South and VMF West) will be ten percent (10 %) for each job classification listed below:

- (1) Body fender repairman
- (2) Painters
- (3) Garageman
- (4) Auto Mechanics
- (5) Auto Technicians
- (6) Lead Technicians
- (7) Tool and Parts clerk and storekeeper
- (8) VMF Clerk

Item 10...The Issuance of Official Notices of Each Employee of the Vacation Schedule Approved for Such Employee

At the time the choice vacation selection is made, a Form 3971 will be filled out in triplicate. One copy will be retained by the employee and the others will be appropriately filed by Management and the union. These signed Forms 3971 will serve as official certification of the employee's choice vacation period. The craft vacation schedule will be posted on the bulletin board immediately after the schedule is completed. Should an employee change basic work weeks prior to the chosen period, amended Form 3971 for the same period shall be submitted covering the change, and shall be approved upon submission.

Item 11...Determination of the Date and Means of Notifying Employee of the Beginning of the New Leave Year

The Employer shall, no later than November 1, publicize on bulletin board(s) 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.

Item 12...The Procedure for Submission of Applications for Annual Leave During Other than the Choice Vacation Period

General, All Crafts

- A. The issuing of annual leave other than the individual's choice vacation period, will be considered for approval on a first-come, first-served basis, based on the needs of the service.
- B. When requesting advance annual leave other than the individual's vacation period, employees will be notified of approval or disapproval with five (5) employee-work days following submission. If not so notified, the leave will be approved. Such leave request may not be submitted more than thirty (30) days prior to, or nor less than five (5) days before the first leave day to be covered, to involve this guarantee provision. Leave requests submitted less than five (5) days in advance are not covered by this provision.
- C. Form 3971, submitted by employees, will be returned to the employee before the date and/or time of leave that is requested.

Item 13...The Method of Selection Employees to Work on a Holiday

General (All Crafts) Holiday Scheduling

- A. The holiday volunteer list shall be posted soliciting volunteers to work the days of the Holiday Schedule. This volunteer list will be posted 21 days prior to the Tuesday that the Holiday Schedule must be posted. The volunteer list will remain posted for 14 calendar days.
- B. Management may schedule **Full-time and Part-time Regular** volunteers on both their non-scheduled days (which are holidays or designated holidays). Additionally, employees will no be passed over for holiday scheduling to avoid the payment of penalty overtime.

- C. As much as practical, or when non-volunteers are needed, the appropriate available union official will be allowed to review the holiday schedule prior to the schedule being posted. The union will be provided with a copy of the holiday schedules, and volunteer lists.
- D. APWU Employees will be scheduled for holiday work in the following order:
1. All full-time and **Part-time Regular, (where applicable)**, employees for whom it is the holiday or their " designated holiday ", and who have volunteered to work, by seniority;
 2. All full-time and **Part-time Regular, (where applicable)**, employees, by seniority, who have volunteered to work their non-scheduled day(s) which is a holiday or " designated holiday " for others, even if overtime and/or overtime guarantees are incurred;
 3. All Postal Support Employees;
 4. All full-time and **Part-time Regular, (where applicable)**, employees for whom it is a scheduled day off, but have not volunteered, even if overtime guarantees are incurred, shall be instructed to report by inverse seniority;
 5. All full-time and **Part-time Regular, (where applicable)**, employees for whom it is the holiday or their designated holiday but have not volunteered shall be instructed to report by inverse seniority.
- E. Sections for holiday scheduling:
1. Clerk craft, by tour and the following sections:
 - (a) P&DC
 - (1) Outgoing Mails
 - (2) Outgoing Mails, non-scheme assignments
 - (3) Incoming Mails, non-scheme assignments
 - (4) Incoming Mails, by scheme
 - (5) FSM 1000

- (6) AFSM (100)
- (7) Dock Operations by occupational code
- (8) Dock Expeditors and Van Control
- (9) Automation
- (10) Clerk/Messenger
- (11) Registry
- (12) Other operations by scheme and non-scheme assignment

(b) Priority Annex and DNET Facility

- (1) Occupational Code
- (2) Other operations by scheme and non-scheme assignment

(c) Customer Service

- (1) Each individual station/branch including its finance stations
- (2) Each individual Store of the Future (SOF)
- (3) Main Office Finance
- (4) Computerized forwarding by occupational code
- (5) Other operations by scheme and non-scheme assignment

(d) Support and Administration

- (1) Executive and administrative offices by function
- (2) TACS Time and Attendance Clerks
- (3) BMEU
- (4) Other operations by scheme and non-scheme assignment

2. Maintenance, by tour, occupational group and the following:

(a) Main Office

- (1) BEM
- (2) PEM
- (3) PEM Equipment Shop
- (4) Building Services

- (5) MOS
- (6) Area Maintenance

- (b) Customer Service

- (1) Each individual station/branch
- (2) Station relief custodians

- (c) Annex and DNET Facility

3. Motor Vehicle

Employees shall be scheduled to work a holiday by tour at Weathers, Lemay and Main Office by the following sections:

- (a) Tractor Trailer Operators
- (b) Dispatch Clerks
- (c) General Clerks Vehicle Operations
- (d) Body fender repairman
- (e) Painters
- (f) Garageman
- (g) Auto Technicians
- (h) Lead Technicians
- (i) Tool and Parts clerk and storekeeper
- (j) General Clerks

Item 14...Whether Overtime Desired Lists in Article 8 Shall be by Section and/or Tour

General (All Crafts)

- A. There shall be a separate overtime desired list for those employees who wish to work ten (10) hours, twelve (12) hours and/or their nonscheduled days. If after exhausting this list, additional employees are still required, the provision of Article 8, Section 5D will apply.

- B. This same recourse to Article 8, Section 5.D. will apply to the exhaustion of

any other existing overtime desired lists.

- C. It is understood this provision will eliminate any requirement to consider any other existing overtime desired list once the applicable list is exhausted. When an employee bids or transfers to another section and is on the overtime-desired list, that employee **will be placed** on the overtime-desired list in the new section.
- D. An employee may withdraw his/her name from the Overtime Desired List (OTDL) at anytime during the quarter. The withdrawal must be in writing and will become effective the next regularly scheduled workday.
- E. For the purpose of assigning overtime work with the clerk craft, it shall be by tour, and by the following sections:

1. Clerk Craft

(a) P&DC

- { 1 } Outgoing Mails
- { 2 } Outgoing Mails, non-scheme assignments
- { 3 } Incoming Mails, non-scheme assignments
- { 4 } Incoming Mails, by scheme
- { 5 } FSM 1000
- { 6 } AFSM (100)
- { 7 } Dock Operations by occupational code
- { 8 } Dock Expeditors and Van Control
- { 9 } Automation
- { 10 } Clerk/ Messenger
- { 11 } Registry
- { 12 } Other operations by scheme and non-scheme assignments

(b) Annex and DNET Facility

- { 1 } Occupational Code
- { 2 } Other operations by scheme and non-scheme assignment

(c) Customer Service

- (1) Each Individual station/branch including finance stations.
- (2) Each Individual Store of the Future (SOF)
- (3) Main Office Finance
- (4) Computerized Forwarding by occupational cod
- (5) Other operations by scheme and non-scheme assignment

(d) Support and Administration

- (1) Executive and administrative offices by function
- (2) TACS Time and Attendance Clerks
- (3) BMLU
- (4) Other operations by scheme and non-scheme assignment

2. Maintenance

(a) Employees on the overtime desired list will be allowed to volunteer for available overtime assignments within their occupational group and section on other tours. Employees on the overtime desired list who do not volunteer for available overtime assignments on other tours will not be required to work such overtime prior to drafting non-volunteers. Overtime assignments will give first priority to volunteers on their own tour, then volunteers from other tours, prior to drafting.

(b) For special projects at the Stations and Branches, station/branch volunteers will be given first priority on any overtime assignment, on a rotating basis, after the section volunteers.

(c) Employees shall be scheduled for overtime work by tour and occupational group by the following sections:

(1) Main Office

- a) BEM
- b) PEM

- c) PEM Equipment SHOP
- d) Building Services
- e) MOS
- f) Area Maintenance

{ 2 } Customer Service

- { a) Each individual station/branch
- { b) Station relief custodians

{ 3 } Annex

{ 4 } Motor Vehicle

- { a) Overtime desired list shall be established by tour at Weathers, Lemay and Main Office Garage by the following sections:

- { 1 } Tractor Trailer Operators
- { 2 } Dispatch Clerks
- { 3 } General Clerks Vehicle Operations
- { 4 } Body fender repairman
- { 5 } Painters
- { 6 } Garageman
- { 7 } Auto Mechanics/Auto Technicians
- { 8 } Lead Technicians
- { 9 } Tool and Parts clerks and storekeeper
- { 10 } VMF Clerks

- { b) Employees on the overtime desired list will be allowed to volunteer for available overtime assignments within their section on other tours. Employees on the overtime desired list who do not volunteer for available overtime assignments on other tours will not be required to work such overtime prior to drafting. Overtime assignments will give first priority to volunteers on their own tour, then volunteers from other tours, prior to drafting.

Item 15...The Number of Light Duty Assignments Each Craft or Occupational Group to be Reserved for Temporary or Permanent Light Duty Assignment

Item 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

Item 17...The Identification of Assignments that are to be considered Light Duty Within Each Craft Represented in the Office

Light duty assignments will be assigned in accordance with Article XIII of the Current collective Bargaining Agreement between the American Postal Workers Union, AFL-CIO and the U. S. Postal Service.

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

A. Sections for the purpose of excessing shall be as follows:

1. Clerk Craft:

{ a) P&DC

{ 1) Outgoing Mails

{ 2) Outgoing Mails, non-scheme assignments

{ 3) Incoming Mails, non-scheme assignments

{ 4) Incoming Mails, by scheme

{ 5) FSM 1000

{ 6) AFSM (100)

{ 7) Dock Operations by occupational code

{ 8) Dock Expeditors and Van Control

{ 9) Automation

{ 10) Clerk/Messenger

{ 11) Registry

{ 12) Other operations by scheme and non-scheme assignments

(b.) Annex and DNET Facility

- (1) Occupational code
- (2) Other operations by scheme and non-scheme assignment

(c.) Customer Service

- (1) Each individual station/branch,
- (2) Each individual finance station
- (3) Each Individual Store of the Future (SOF)
- (4) Main Office finance
- (5) Computerized forwarding by occupational code
- (6) Other operations by scheme and non-scheme assignment

(d.) Support and administration

- (1) Executive and administrative offices by function
- (2) TACS Time and Attendance Clerks
- (3) BMEU
- (4) Other operations by scheme and non-scheme assignment

2. Maintenance

- (a) For the purpose of reassigning employees excess to the needs of a section will be defined by the following:

- (1) Occupational group, installation wide.

3. Motor Vehicle

- (a) A section for the purpose of reassignments of excess employees in the Motor Vehicle Craft shall be installation wide by occupational group.

Item 19...The assignment of Employee Parking Spaces

- A. On the roof parking in the unreserved area will be on a first come, first served basis.
- B. The President and each of the three (3) craft directors or alternates, designated in writing by the Union President, will be provided with the necessary identification in order to park in the areas reserved for supervisor parking (rooftop or 18th street).

Item 20...The Determination as to Whether Annual Leave to Attend Union Activities Requested Prior to Determination of the Choice Vacation is to be Part of the Total Choice Vacation Plan

Any APWU bargaining unit employee required to serve on jury duty or who attends an APWU National or State Convention as a delegate shall not have such leave counted as one of the employee's choice vacation selection.

Item 21...Those Other Items, Which are Subject to Local Negotiations as Provided in the Craft Provisions of the Agreement.

Item 22...Local Implementation of This Agreement Relating to Seniority, Reassignments and Posting

Seniority

**Sufficient Change in Assignment to Repost Position
Posting and Bidding**

- A. Clerk Craft – Seniority
 - 1. The Installation head shall post and furnish a copy of an updated seniority list to the local union on a quarterly basis.

2. To properly apply the seniority provisions on a day-to-day basis, the Employer will meet with the local union to discuss any disputes that may arise as to the application of the seniority provisions.
- B. Clerk Craft – Sufficient change in assignment for reposting position.
1. The incumbent has the option to retain present position regardless of change in duties, principal assignment area, scheme knowledge requirement, and/or change in starting time in excess of one hour.
 2. If schemes are taken away it will be done by seniority with the opportunity for keeping or giving up the scheme going to the person with most seniority and proceeding to the person with least seniority holding that scheme.
 3. A clerk exercising an option outlined above shall be given the altered position as a definite assignment. Altered positions not claimed under such option shall be posted for general bid.
 4. In the event there are two (2) or more clerks holding substantially similar positions, which will be affected under the above provisions, any conflict in exercising options shall be resolved by seniority.
 5. Insofar as possible, prior to the implementation of changes listed above, the Union shall be informed.
 6. Temporary vacancies resulting from full time union officer or steward assignment(s) will be posted as temporary bid(s), at the option of the Employer. The posting will state that the assignment is temporary and upon the completion of the full time officer, or steward assignment(s), the temporary bid will end and the officer and/or steward will return to their former assignment(s). The employee removed from the temporary assignment will become unassigned.

C. Maintenance – Seniority

The installation head is responsible for the day-to-day administration of seniority. If there are any disputes or questions in the application of this section, the Employer and Union shall meet on request of either party in an attempt to settle these problems. The installation head or designee, shall post and furnish a copy to the local union, of any updated seniority list. In addition, the maintenance craft seniority list shall be (a) maintenance craft installation-wide; (b) occupational group/.

D. Maintenance – Sufficient Change In Assignment for Reposting Position:

1. When the basic duties of an assignment are permanently changed from the original posting, the incumbent has the option to remain in the assignment. In the event that the employee does not wish to remain in the assignment, the assignment, the assignment will be posted for bid.

E. Maintenance – Posting and Bidding

1. Refer to Article 38, Section 4.A.1, 2 and 3 of the Nation Agreement
2. Temporary vacancies resulting from full time union or steward assignment(s) will be posted as temporary bid(s), at the option of the Employer. The posting will state that the assignment is temporary and upon the completion of the full time officer or steward assignment(s), the temporary bid will end and the officer and/or steward will return to their former assignment(s). The employee removed from the temporary assignment will become unassigned.

F. Motor Vehicle – Seniority

1. The installation head is responsible for the day-to-day administration of seniority. If there are any disputes or questions in the application of this section, the Employer and Union shall meet on request of either party in an attempt to settle these problems.
2. A current updated seniority list shall be posted on all bulletin boards in the Motor Vehicle Craft. Two (2) copies shall be supplied to the Union.

G. Motor Vehicle – Sufficient Change in Assignment for Reposting Position

1. No assignment will be posted because of a change in starting time, unless such change exceeds two (2) hours.
2. When the duty assignment is changed in excess of two (2) hours, the incumbent has the option to remain in the assignment. In the event that the employee does not wish to remain in the assignment, the assignment will be posted for bid.
3. When the basic duties of an assignment are permanently changed from the original posting, the incumbent has the option to remain in the assignment. In the even that the employee does not wish to remain in the assignment, the assignment will be posted for bid.

H. Motor Vehicle – Posting and Bidding

1. The length of posting bid assignments shall be ten (10) days, unless the parties agree on different length of time on a specific duty assignments, which has been posted.
2. Temporary vacancies resulting from full time union or steward assignment(s) will be posted as temporary bid(s), at the option of the Employer. The posting will state that the assignment is temporary and upon the completion of the full time officer or steward assignment(s), the temporary bid will end and the officer and/or steward will return to their former assignment(s). the employee removed from the temporary assignment will become unassigned.

Item 23... Carry Over Items

- A. General – the following are carried forward from the 1978 Memorandum of Understanding in accordance with Article 30.1.

1. Appropriate space will be provided to a steward to investigate and adjust a grievance (1971).
 2. The Safety and Health Committee shall meet on the second Thursday of each month except the month of December (1978).
 3. The Employer shall supply sufficient copies of the Memoranda of Understanding negotiated between the Postmaster of St. Louis, Missouri and the APWU Exclusive Craft Organizations to allow for the posting of one (1) copy of each of the respective craft's bulletin boards at each station, branch, and facility plus 25 additional copies for each Craft (1971).
- B. Clerk Craft. The following items are carried forward from the 1978 Memorandum of Understanding.
1. The Employer shall furnish the Union a Table of Organization of the St. Louis Post Office once yearly in the month of July (1971).
 2. The Union shall be provided with five (5) copies of all Post Office Orders, Instructions, Weekly Information Bulletins, and Personnel Orders, including Roster Changes, which have local general distribution, to all employees (1971).
 3. Clerks who are required to dress neatly and who will be assigned to duties in the public view during their tour shall have the cooperation of management not to be assigned to such duties that tend to impair their appearance (1971).
 4. When an employee desires a receipt for a communication or statement, he shall mail the submission by Registered or Certified Mail, Return Receipt Requested (1971).
 5. If an employee(s) desires to submit a communication or written statement in person to a supervisor concerned, the employee(s) may provide a duplicate copy of the communication or statement for the supervisor to acknowledge receipt thereto. Such a communication or statement must be prepared in advance by the employee(s) (1971).