

**LOCAL MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**UNITED STATES POST OFFICE**

**SCOTTSBORO, ALABAMA**

**AND**

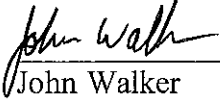
**NATIONAL ASSOCIATION OF LETTER CARRIERS**

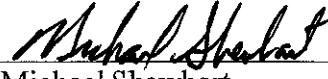
**AFL-CIO BRANCH 462**

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on May 26, 2021 at Scottsboro, Alabama between the representatives of the United States Postal Service and the designated agent of NALC Branch 462, pursuant to the Local Implementation Provisions of the 2019 National Agreement with the National Association of Letter Carriers.

This Local Memorandum of Understanding shall be in full force and effect until midnight May 20, 2023, unless extended by agreement between the parties at the National level. The terms of this Memorandum of Understanding are subject to the grievance procedure as contained in the National Agreement.

  
\_\_\_\_\_  
John Walker                      05/26/2021  
Postmaster (OIC)                      Date  
USPS

  
\_\_\_\_\_  
Michael Shewbart                      5/26/21  
President                      Date  
NALC, Branch 462

**Item 1 - Wash up time:** Since no carrier has ever been denied reasonable wash-up time, when performing dirty work or handling toxic materials. This shall continue to be the policy of this office.

**Item 2 - Off Days:** All carrier routes in this office shall be on a rotating off day schedule, with the work week running from Saturday through Friday.

**Item 3 - Curtailment of Postal Operations:** The determination of what constitutes sufficient emergency conditions as to require curtailment or termination of postal operations will be made by the Postmaster or Supervisor in charge, who will give due consideration to the safety and welfare of the employee, in making the determination. Local Authorities and Weather Bureau Reports will be considered in making this determination.

**Item 4 -** Procedure to be posted on sheet with each employee name listed by seniority at the beginning of the new leave year. Individuals will have three working days to make selection of each selection period. After an employee makes his or her choice selection, Management shall notify next senior employee that his or her selection time has begun. Same procedure to be used during second selection period.

**A.** Approval of selection to be made by Postmaster after selections.

**B.** the choice vacation period shall be for the entire leave year (January 1st through December 31st).

**C. EXCEPTION:** No carrier shall have over three consecutive weeks off on his/her first choice.

**D.** The beginning of a carrier's vacation will be Saturday through Friday or Monday through Saturday at the discretion of concerned carrier.

**E.** An employee may at his/her option make two selection during the choice period.

**F.** Jury Duty and attendance at National or State Conventions will not be designated as choice period.

**G.** One employee per craft shall be granted leave during choice period.

**H.** CCA's will be included in both prime choice vacation (planning and selection) and in all non-prime choice Annual Leave provisions and procedures during the choice vacation period.

**I.** Management will post on bulletin board the beginning date of a leave year no later than November 1st and choice leave selection begins December 1st each year.

**J.** After approval of choice leave request, leave must be granted on a first come, first serve basis.

**K.** Duplicate copy of leave request PS Form 3971 will be dated and signed by supervisor as being received when requested by the carrier.

**L.** In the event of retirement, resignation or reassignment of a carrier, his/her remaining choice leave period or periods shall be posted to the junior employees.

Submission of PS Form 3971 for all leave other than choice vacation shall be handed to supervisor on duty. If management has not returned PS Form 3971 disapproved with reason within three working days, the employee shall consider his/her leave approved.

**Item 13** – Management will select carriers to work Holidays in the following order:.

**A.** Part-Time Flexibles.

**B.** Full-time regulars who volunteer to work on their Holiday or Designated Holiday, by seniority.

**C.** City Carrier Assistants.

**D.** Full-Time regulars who volunteer to work on their non-scheduled day, by seniority.

**E.** Full-Time regular who did not volunteer on what would otherwise be their non-scheduled day, by inverse seniority.

**F.** All other non-volunteer full-time regulars, by inverse seniority.

**Item 14 - Parking** – The parties of this agreement also agree that unassigned spaces may be used by Postal Employees on duty at the Scottsboro Post Office on a first come, first serve basis. When an employee parks their vehicle in the alley, the vehicle key shall be placed on a peg board, and the vehicle may be moved to allow those parked in a marked space to leave area.

**Items 15-17 -**

### **Article 13 - Light Duty**

Assignments for ill or injured carriers, with proper certification from the Doctor, will be made by management, to the fullest extent possible, to an assignment that can be efficiently performed.

### **Article 12 - Posting**

**Item 21 and 22**

1. Whether or not a letter carrier's route will be posted when there is a change of more than one hour, shall be at the discretion of the concerned carrier.
2. All postings for Letter Carrier Craft and postings for which they are eligible to bid on, will be posted for a period of seven days. When a letter carrier's route or full time duty assignment(s) of the junior employee(s) is abolished at the delivery unit as a result of, but not limited to, route adjustments, highways, housing projects, all routes and full time duty assignments at that unit shall be posted for bid in accordance with the posting procedures in this article.

### **Bulletin Board Notices**

A COPY of all bulletin notices prepared by Management of the Scottsboro Post Office affecting City Carrier Craft will be given to the President of NALC Branch 462.

### **Part-Time Flex**

Part-Time Flexibles and City Carrier Assistants on tour of duty will be notified before end of tour of duty what job will be performed the following day. If he/she is not notified, he/she will ask Supervisor before end of tour of duty.

### **Labor-Management Meetings**

We understand that lack of proper communication is the cause of many problems. It is agreed that Management and Official Representatives of each Union, if Union desires, will have a brief meeting during the second full week of each month, at the convenience of all concerned, provided agenda items are submitted by either the Union or Management by Thursday of the prior week. The November meeting will be used to discuss and plan for the Christmas season. This meeting will be held regardless of whether any agenda items are submitted.