

LOCAL MEMORANDUM  
OF  
UNDERSTANDING

2017 - 2019

NATIONAL ASSOCIATION  
OF  
LETTER CARRIERS

November 15, 2017

BURNSVILLE NC

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## **Burnsville NC28714-9998**

### **Local Memorandum of Understanding**

#### **Item 1. Additional or longer wash-up periods**

When an employee is assigned to perform dirty work or work with toxic materials, the employee will be allowed reasonable wash up time.

#### **Item 2. The establishment of a regular workweek of five days with either fixed or rotating days off.**

There shall be a regular workweek for all regulars' employees with fixed days off.

#### **Item 3. Guidelines for the curtailment or termination of postal operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions.**

The Burnsville Post Office shall comply with all requests by local (city and county), state and federal officials in regards to any emergency that may be an endangerment to life or limb of the people in the affected area. To be determine by Management.

#### **Item 4. Formation of local leave program**

Management will maintain the official leave calendar. Prime choice vacation slots will be filled by seniority, during both rounds. The official leave calendar for the office will be posted for city carriers to see, and maintained in an up-to-date current manner by management. City carriers desiring to cancel leave during the calendar year may do so by submitting a PS Form 3971, in duplicate, indicating the date(s) they wish to cancel. The final date for submission of the application for choice vacation period, as provided in Article 10, will be 11/15.

**Item 5. The duration of the choice vacation periods(s).**

Choice vacation period will run from January 1 to the last full and/or partial week in November.

**Item 6. The determination of the beginning day of an employee's vacation period.**

The beginning day of an employee's choice vacation period shall be Sunday and end on the following Saturday.

**Item 7. Whether employees at their option may request two selections during the choice vacation period, in units of either five (5) or ten (10) days.**

Letter carriers, at their option, may request one (1) or two (2) selections during the choice vacation period in units of either five (5) or ten (10) or fifteen (15) days; total not to exceed ten (10) or fifteen (15) days, in accordance with leave earned annually.

**Item 8. Whether jury duty and attendance at National and State conventions shall be charged to choice vacation period.**

Jury duty will not be considered as part of the minimum percentage or number of carriers allowed off on annual leave during the choice vacation period.

Attendance at Union conventions or assemblies shall not be charged as a vacation selection. At the beginning of each year when the convention week has been determined, one slot for eligible delegates shall be withheld for the appropriate week. In accordance with Article 10.3.F

**Item 9. Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.**

In the Burnsville Post Office, one (1) carrier of the total letter carrier workforce (including CCAs) shall be granted annual leave during each week of the choice vacation period.

Upon the completion of the Choice Vacation selection submissions by career employees, CCAs will be given the opportunity to make the selection for annual leave during the Choice Vacation Period, by relative standing, the total not to exceed (10) days addressed in Article 10.3.D.1 of the National Agreement.



The Installation Head and Union Representative will insure CCAs will have accrued sufficient leave to take leave at the time selected.

CCAs converted to career status during the leave year shall retain any annual leave previously approved, even if the conversion takes place at a time that would cause it to be leave without pay. LWOP shall count toward the (1) carrier on leave in this situation only.

**Item 10. The issuance of official notices to each employee of the vacation schedule approved for such employee.**

Each carrier craft employee will submit, following final selection of his or her choice (and non-choice, where applicable} vacation periods(s), Form 3971 in duplicate, filling in all applicable items. A copy, signed by the responsible supervisor, will be return to each craft employee with 72 hours.

**Item 11. Determination of the date and means of notifying employees of the beginning of the new leave year.**

No Later than November 1<sup>st</sup> of each year, management shall post a notice on all employee bulletin boards to notify letter carriers of the beginning date of the new leave year.

**Item 12. The procedures for submission of applications for annual leave during other than the choice vacation period.**

Carriers requesting other annual leave must submit Form 3971 not less than 72 hours in advance. Station supervisor will indicate on the Form 3971 the date and time submitted. Management will reply 72 hours following submission of Form 3971 or the leave is automatically approved. Same day annual leave shall be granted on seniority basis, while annual leave requested in advance shall be on a first come basis.

**Item 13. The method for selecting employees to work holiday.**

1) All City Carrier Assistants to the maximum extent possible, even if the payment of overtime is required.

2) All full-time and part-time regular employees who possess the necessary skills

and have volunteered to work on their non-scheduled day-by seniority.

3} All part-time flexible employees to the maximum extent possible, even if the payment of overtime is required.

4} All full-time and part-time regular employees who possess the necessary skills and have volunteered to work on their holiday or their designated holiday-by seniority.

5} Full-time regulars who **do not** volunteer on what would otherwise be their non-scheduled day-by inverse seniority.

6} Full-time regulars who **do not** volunteer on what would otherwise be their holiday or designated holiday-by inverse seniority.

**Items 14. Whether "Overtime Desired" lists in Article 8 shall be by section and/or tour.**

Overtime desired list will be by zone.

**Items 15. The number of light duty assignments within each craft of occupational group to be reserved for temporary or permanent light duty assignment.**

The parties of this Agreement concur in the fact that it would be impractical and illogical to set forth herein specific "light duty assignments" for an installation the size of the Burnsville Post Office. A more equitable solution can be arrived at in favor of the individual concerned; as well as to continue the efficient operation of the office, if the decision for each case is made at the time it occurs. The Union is invited to make suggestions prior to management's decision.

**Items 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.**

Requests for light duty will be handled in accordance with Article 13 of the National Agreement.

**Item 17. The identification of assignments that are to be considered light duty within each craft represented in the office.**

Identification of Light Duty Assignments---It is agreed that light duty assignments within the stations and branches, for letter carriers, may include but not be limited to:

- 1) Assisting routes by setting up mail
- 2) Marking up forwardable mail
- 3) Relabeling carrier case
- 4) Updating carrier route books
- 5) Coverage of suitable collection routes
- 6) Labeling inside of apartment boxes
- 7) Training new employees

**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.**

It is agreed that the Burnsville Post Office and its station and branches shall be known as a section.

**Item 19. The assignment of employee parking places.**

The Burnsville Post Office will continue with the current parking program.

**Item 20. The determination as to whether annual to attend union activities requested prior to the determination of the choice vacation schedule is to be part of the total choice vacation plan.**

Annual leave to attend Union activities requested at any time will not be part of the total choice vacation period .

**Item 21. Those other items, which are subject to local negotiations as, provided in the craft provisions of this agreement.**

Abolishing routes shall be in accordance with Article 41 section 1.A.3; 1.A.5; 1.B.2 and 1.B.3.



**Item 22. Local implementation of this agreement relating to seniority, reassignments and posting.**

Each vacant routes or newly established duty assignment not under consideration for reversion shall be posted within Twenty one (21) calendar days from the day it becomes vacant or established .

Posting-In instances where two or more assignments are posted on the same date, a letter carrier may bid for as many assignments as are posted, stating his/her preference in the following manner :

First choice : Second choice ; third choice; Fourth choice; Fifth choice

The Branch President , or his/her designee, has the right to be present at the opening of carrier assignment bids, off the clock.

 4/15/17

POSTMASTER



NALC BRANCH REPRESENTATIVE

James L Robinson