



USPS - NALC HARRISON, OHIO 2023 - 2026 LOCAL AGREEMENT

This Local Memorandum of Understanding is entered into on May 27th, 2025, at Harrison, Ohio, between the representatives of the United States Postal Service and Branch 43, National Association of Letter Carriers pursuant to the Local Implementation Provisions of the 2023 National Agreement.

This Local Memorandum of Understanding shall be in full force and effect until midnight May 22nd, 2026, 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.

REPRESENTATIVES HAVE AFFIXED SIGNATURES OF AGREEMENT TO THIS COVER PAGE ONE (1) AND INITIAL EACH FOUR (4) REMAINING PAGES OF THIS COMPLETE FIVE (5) PAGE DOCUMENT.

Benjamin J. Kurzhals
Postmaster, Harrison, USPS

Date

Ted N. Thompson
President, Branch 43, NALC

Date

**MEMORANDUM OF UNDERSTANDING
HARRISON, OHIO
2023 - 2026**

ITEM 1

REASONABLE WASH-UP TIME SHALL BE GRANTED TO EMPLOYEES WHO PERFORM DIRTY WORK OR WORK WITH TOXIC MATERIALS.

ITEM 2

ALL FULL TIME POSITIONS WILL BE ON A ROTATING SCHEDULE OF MONDAY THROUGH SATURDAY. THE ROTATING SCHEDULE ON ANY FULL TIME ASSIGNMENT CAN BE CHANGED TO A FIXED NON-SCHEDULED DAY BY MUTUAL AGREEMENT OF A REPRESENTATIVE OF THE USPS AND THE PRESIDENT OF THE LOCAL NALC BRANCH OR HIS/HER DESIGNEE.

ITEM 3

IN THE EVENT OF CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS, THE POSTMASTER OR HIS DESIGNEE WILL NOTIFY THE NALC STEWARD OF THE CHANNELS BEING USED TO NOTIFY EMPLOYEES OF THE CURTAILMENT OF OPERATIONS.

ITEM 4

AT EACH WORK UNIT SENIOR EMPLOYEES CAN CHOOSE THEIR VACATIONS WEEKS IN ADVANCE IN ACCORDANCE WITH BIDDING PROCEDURES. UPON NOTIFICATION TO CHOOSE VACATION, THE SENIOR CARRIER MUST CHOOSE WITHIN TWO (2) SCHEDULED WORKING DAYS. FAILURE TO EXERCISE A CHOICE WITHIN TWO (2) SCHEDULED WORKING DAYS WILL PLACE THE CARRIER AFTER THE MOST JUNIOR CARRIER IN THE UNIT FOR CHOOSING VACATION IN THE SENIORITY ROUND.

AFTER ALL EMPLOYEES HAVE BEEN GIVEN AN OPPORTUNITY TO BID VACATIONS IN THE FIRST SENIORITY ROUND, A SECOND SENIORITY ROUND WILL BE CONDUCTED WITH THE SAME PROCEDURE FOR ALL REMAINING ANNUAL LEAVE WEEKS.

CARRIERS WILL BEGIN CHOOSING VACATION NO LATER THAN DECEMBER FIRST (1ST) OF EACH CALENDAR YEAR FOR THE FOLLOWING LEAVE YEAR.

EXCHANGE OF VACATION WEEKS DURING THE CHOICE VACATION PERIOD MAY BE AUTHORIZED BY THE SUPERVISOR WITH THE CONCURRENCE OF THE STEWARD.

CCA MOU RE: ANNUAL LEAVE WILL APPLY TO BOTH CHOICE AND INCIDENTAL ANNUAL LEAVE FOR CCAS.



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ALL NON-CAREER EMPLOYEES WILL BE GIVEN AN OPPORTUNITY TO CHOOSE ANNUAL LEAVE SELECTIONS, BY RELATIVE STANDING, AFTER ALL CAREER EMPLOYEES HAVE SELECTED HIS/HER FIRST AND SECOND ROUND PICKS. GRANTING LEAVE UNDER THIS PROVISION MUST BE CONTINGENT UPON THE EMPLOYEE HAVING A SUFFICIENT LEAVE BALANCE WHEN THE LEAVE IS TAKEN.

ITEM 5

THE CHOICE VACATION PERIOD WILL BEGIN DECEMBER 24 AND CONTINUE THROUGH THE FIRST FULL WEEK IN DECEMBER OF THE FOLLOWING YEAR.

ITEM 6

VACATION WEEKS WILL BEGIN ON MONDAY AND END ON SUNDAY.

ITEM 7

AN EMPLOYEE'S FIRST ROUND VACATION SELECTION WILL CONSIST OF A SELECTION OF UP TO ANY THREE (3) WEEKS IN UNITS OF NOT LESS THAN FIVE (5) DAYS.

ITEM 8

- A) COPY DUTY WILL NOT BE CONSIDERED AS PART OF THE QUOTA OF CARRIERS OFF DURING THE CHOICE VACATION PERIOD.
- B) ATTENDANCE AT UNION CONVENTIONS WILL NOT BE CHARGED AS A VACATION SELECTION. AT THE BEGINNING OF EACH YEAR WHEN THE CONVENTION WEEK HAS BEEN DETERMINED SUFFICIENT SLOTS FOR ALL ELIGIBLE DELEGATES SHALL BE WITHHELD FOR THE APPROPRIATE WEEK.

ITEM 9

THE NUMBER OF EMPLOYEES PERMITTED TO CHOOSE LEAVE DURING THE CHOICE VACATION PERIOD WILL BE TWO (2).

ITEM 10

AFTER THE VACATION SELECTIONS ARE MADE AND APPROVED THE FINAL SCHEDULE WILL BE POSTED FOR ALL EMPLOYEES.

ITEM 11

DURING THE LAST WEEK OF NOVEMBER, EACH YEAR, MANAGEMENT AT THE HARRISON, OR POST OFFICE WILL ANNOUNCE, AND THE STEWARD SHALL POST, TO ALL LETTER CARRIERS, THE BEGINNING DATE OF THE NEW LEAVE YEAR.

ITEM 12

INCIDENTAL LEAVE WILL BE APPROVED BY MANAGEMENT FOR UP TO TWO (2) SLOTS IN ACCORDANCE WITH ITEM 9.

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REQUESTS FOR INCIDENTAL LEAVE SHALL BE MADE AS FAR IN ADVANCE AS POSSIBLE BY SUBMISSION OF FORMS 3971 IN DUPLICATE. THE 3971 WILL BE HAND DELIVERED TO THE EMPLOYEE'S IMMEDIATE SUPERVISOR WHO IN TURN WILL INITIAL RECEIPT OF THE FORM. THE SUPERVISOR WILL APPROVE SUCH LEAVE REQUEST BY RETURN OF VALIDATED COPY OF FORM 3971 WITHIN TWENTY-FOUR (24) HOURS.

SHOULD AN EMPLOYEE APPLY FOR LEAVE WITH LESS THAN 72 HOURS' NOTICE, THE LEAVE APPROVAL WILL BE AT MANAGEMENT'S DISCRETION.

SHOULD AN EMPLOYEE REQUEST LEAVE WHICH WOULD RESULT IN MORE THAN TWO (2) SLOTS IN ACCORDANCE WITH ITEM 9, THE LEAVE APPROVAL WILL BE AT MANAGEMENT'S DISCRETION. LEAVE UNDER THIS PROVISION WILL BE APPROVED ON A FIRST COME/FIRST SERVED BASIS. ANY EMPLOYEE(S) REQUESTING LEAVE ON THE SAME DATE FOR THE SAME TIME, THE SENIOR EMPLOYEE SHALL BE APPROVED.

ITEM 13

THE FOLLOWING SEQUENCE WILL BE FOLLOWED WHEN SCHEDULING EMPLOYEES TO WORK ON A HOLIDAY OF DESIGNATED HOLIDAY PROVIDED THAT SUCH SCHEDULING PRODUCES A WORK FORCE WHICH MEETS THE OPERATING SKILL REQUIREMENTS OF THE HOLIDAY OR DESIGNATED HOLIDAY:

- a) PART-TIME FLEXIBLE EMPLOYEES TO THE MAXIMUM EXTENT POSSIBLE, REGARDLESS OF THE NECESSITY TO PAY OVERTIME PREMIUMS.
- b) ALL FULL-TIME REGULAR EMPLOYEES WHO VOLUNTEERED TO WORK THEIR HOLIDAY IN SENIORITY ORDER
- c) ALL FULL-TIME REGULAR EMPLOYEES WHO VOLUNTEERED TO WORK THEIR NON-SCHEDULED DAY IN SENIORITY ORDER.
- d) CITY CARRIER ASSISTANTS (CCA).
- e) ALL FULL-TIME REGULAR EMPLOYEES WHO DID NOT VOLUNTEER TO WORK THEIR NON-SCHEDULED DAY IN INVERSE SENIORITY ORDER.
- f) ALL FULL-TIME REGULAR EMPLOYEES WHO DID NOT VOLUNTEER TO WORK THEIR HOLIDAY IN INVERSE SENIORITY ORDER.

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ITEM 15, 16 & 17

UPON MEDICAL REQUEST AND MEDICAL CERTIFICATION, MANAGEMENT WILL MAKE EVERY EFFORT TO EMPLOY CARRIERS IN "LIGHT DUTY" ASSIGNMENTS, AS LONG AS THAT WORK IS PRODUCTIVE, NECESSARY AND AVAILABLE.

ITEM 18

SECTION, AS REFERRED TO IN ARTICLE XII OF THE NATIONAL AGREEMENT ON REASSIGNMENT, IS AGREED TO BE THE ENTIRE CARRIER WORK FORCE OF THE HARRISON, OH POST OFFICE.

ITEM 19

PRESENT PARKING PROGRAM WILL CONTINUE.

ITEM 21

LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING.

WHEN A LETTER CARRIER ROUTE OR FULL-TIME ASSIGNMENT, OTHER THAN THE LETTER CARRIER ROUTE(S) OR FULL-TIME DUTY ASSIGNMENT(S) OF THE JUNIOR EMPLOYEE(S) IS ABOLISHED AT A DELIVERY UNIT AS A RESULT OF, BUT NOT LIMITED TO, ROUTE ADJUSTMENTS, HIGHWAY, HOUSING PROJECTS, ALL ROUTES AND FULL-TIME DUTY ASSIGNMENTS AT THAT UNIT HELD BY LETTER CARRIERS WHO ARE JUNIOR TO THE CARRIER(S) WHOSE ROUTE(S) OR FULL-TIME DUTY ASSIGNMENT(S) WAS ABOLISHED SHALL BE POSTED FOR BID IN ACCORDANCE WITH THE POSTING PROCEDURES IN THIS ARTICLE.

ITEM 22

THE OFFICIAL POSTING OF ROUTES WILL INCLUDE A FINAL DATE FOR LETTER CARRIERS TO SUBMIT BID CARDS TO THEIR IMMEDIATE SUPERVISOR.



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