



USPS - NALC OXFORD, OHIO 2023 - 2026 LOCAL AGREEMENT

This Local Memorandum of Understanding is entered into on June 16th, 2025, at Oxford, 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 FIVE (5) REMAINING PAGES OF THIS COMPLETE SIX (6) PAGE DOCUMENT.

David S. Gay
Postmaster, Oxford, USPS

6/23/25

Date

Ted N. Thompson
President, Branch 43, NALC

6-23-25

Date

OXFORD, OHIO
LOCAL AGREEMENT
2023 - 2026

ITEM 1

Every letter carrier who does dirty work or works with toxic material shall receive a reasonable wash up period.

ITEM 2

All routes will be on a rotating schedule of Monday through Saturday.

ITEM 3

Whenever an emergency condition exists, i.e.--extreme weather conditions, hazardous driving, bomb threats, etc., the installation head will review, where possible, appropriate federal, state and local governmental recommendations and directives and make a determination as to whether curtailment or termination of delivery services is necessary. In making such determination, the safety of a carrier, the protection of Postal Service Property, and other relevant factors will be given appropriate consideration.

Prior to making a determination where practicable, local management will make every reasonable effort to discuss the circumstances with the Union.

Procedures to be followed when the installation head has decided to curtail or terminate delivery services after carriers have left on routes:

- 1) Management will make every reasonable attempt to contact local radio and television stations, requesting them to announce instructions to carriers, and also requesting the public to convey the message to all carriers.
- 2) Management will not be responsible for erroneous unofficial information.

ITEM 4

Carriers may pick vacation from January through December. Beginning the first Monday in December each year, the office will begin vacation selection for the following year. 3971's should be submitted in duplicates.



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Any approved leave given back by a carrier shall be posted for bid as quickly as possible by management. Bidding shall be by seniority.

A schedule for picking shall be available for carriers to look at.

Each carrier shall have two work days to make their selection, with the two most senior carriers having two days to pick their first-round selection. Then the next two most senior carriers will have the next two days to pick, and so on. If a carrier does not submit his/her selections in writing during the designated period, the carrier must wait until the end of the round in order to pick. The carrier does not have to wait until his/her turn in the subsequent round.

CCA MOU Re: Annual leave will apply to both choice and incidental annual leave for CCAs.

All non-career employees will be given the 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 anticipated when the leave is taken.

ITEM 5

The choice vacation period shall be January 1 through December 31 with the carrier allowance as described in Item 9.

ITEM 6

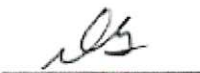
Vacation weeks will begin on Monday and end on Sunday.

ITEM 7

Employees that earn twenty (20) or twenty-six (26) days annual leave may choose three picks in each round of selection.

Employees that earn thirteen days of Annual Leave a year may choose two picks in each round.

An employee's vacation selection will consist of 3 rounds with up to 3 choices for each round. A choice is defined as 1 week or any portion of a week.



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ITEM 8

Jury duty and leave for National and State Conventions will not be charged to the employee's choice vacation period.

ITEM 9

25% of the carriers rounded to the nearest full number (.4 or lower down & .5 and higher up) of the carrier shall be allowed off beginning the first Monday after Miami University ends for the summer through one week before Miami University fall semester begins. 15% rounded to the nearest full number (.4 or lower down & .5 and higher up) shall be off the rest of the year.

20% will also be allowed off starting the Monday following the beginning of Miami University's Winter break weeks.

ITEM 10

Upon completion of vacation selections, all carriers who submitted a duplicate form 3971 will be issued their copy of PS Form 3971 for approved vacation.

ITEM 11

Soon after, November 1, management will post a notice regarding annual leave for the leave year.

ITEM 12

Incidental annual leave will be approved by management for up to 15%, 20% or 25% in accordance with Item 9.

Requests for incidental annual 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.



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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 order of scheduling for holidays shall be:

- 1) Part-time flexible scheduled employees
- 2) Full-time employees-volunteers whose holiday or scheduled holiday it is by seniority
- 3) Full-time employees on the Overtime Desired List. The parties agree this item only refers to scheduling employees on their non-scheduled day.
- 4) Full-time employees-volunteers on their non-scheduled work day by seniority
- 5) City Carrier Assistants (CCA)
- 6) Full-time employees-non-volunteers on their non-scheduled work day by juniority
- 7) Full-time employees-non-volunteers on their holiday or designated holiday by juniority.

ITEM 14

Employees desiring to work overtime shall place their names on either the "Overtime Desired" list or the "Work Assignment" list in accordance with Article 8.

ITEM 15, 16 & 17

Management recognizes its responsibility to assist deserving full time regular or part time flexible employees, who through illness or injury are unable to perform their regularly assigned duties. The installation head agrees to give each request for light duty careful attention and to the extent possible, provide available work that meets the documented medical restrictions of the employee, in accordance with Article 13 of the National Agreement.

Light duty assignments may include but are not limited to:

1. Routers
2. Express mail and special delivery routes



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3. Casing mail on open, heavy and auxiliary routes
4. Mounted delivery
5. Folding flats
6. Relabeling cases
7. Making and posting collection box schedules
8. Training new employees
9. Answering telephones
10. Distributing mail
11. Assisting on vehicle inspections
12. Carrier mark-ups
13. Checking NOVW (BBM)
14. Rewriting carrier route books
15. Label apartment building boxes
16. All productive work that is available.

ITEM 18

Section as referred to in Article 12 of the National Agreement on reassignment is agreed to be the entire carrier work force of the Oxford Post Office.

ITEM 19

The present new post office facility includes parking spaces for all employees and each carrier will have a parking space.

ITEM 20

Leave for union business will not be charged to vacation schedule.

ITEM 21

Article 41.3 C shall be made a part of this local agreement.

When there is more than one (1) hour change in the starting time of a route, the regular letter carrier who has obtained that route through the bidding procedure shall advise management in writing within twenty (20) days of the effective date of the change if he does not wish to remain on that route. In this event, management shall post the route for bid. Carrier will remain on the route through the bidding procedure and if no one else bids on this route carrier will remain on the route.

Oxford OH, 2023-26 LMOU



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