



USPS - NALC AMELIA, OHIO 2019 - 2023 LOCAL AGREEMENT

This Local Memorandum of Understanding is entered into on May 25th, 2021, at Amelia, 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 2019 National Agreement.

This Local Memorandum of Understanding shall be in full force and effect until midnight May 20th, 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.

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.

Scott A. Woodford
Postmaster, Amelia, USPS

6-16-21

Date

Ted N. Thompson
President, Branch 43, NALC

6-16-21

Date

AMELIA, OHIO
LOCAL AGREEMENT
2019-2023

ITEM 1

Article 8, Section 9 of the National Agreement provides reasonable wash-up time for a letter carrier who performs dirty work. It is the position of the U.S. Postal Service that any letter carrier should be granted such time as is reasonable and necessary for washing up after performing dirty work or incident to personal needs as currently established.

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. Management will not be responsible for erroneous unofficial information.

ITEM 4

At each work unit senior employees can choose their vacation weeks in advance in accordance with bidding procedures. Upon notification to choose vacation, the senior carrier must choose within three (3) scheduled working days. Failure to exercise a choice within three (3) scheduled working days will place the carrier after the most junior carrier in the unit for choosing vacation in the seniority round.



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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.

Each work unit will begin choosing vacation December 1st of each calendar year. All bidding should be completed by January 31st.

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 leave for City Carrier Assistants (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 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 will begin January 1st and continue through December 31st.

ITEM 6

Vacation weeks will begin on Monday and end on Sunday.

ITEM 7

Employees who earn 20-26 days annual leave may choose any one of the six items below and employees, including City Carrier Assistants (CCAs) who earn 13 days annual leave may choose any one of items 4 or 5 or 6 below, on the first seniority round. Leave for City Carrier Assistants (CCAs) will be contingent upon the employee having a sufficient leave balance when the leave is taken:

- 1) Three (3) continuous weeks; or
- 2) Three (3) separate weeks, however no more than two (2) weeks may contain a holiday; or
- 3) Two (2) continuous weeks and one separate week; or
- 4) Two (2) separate weeks; or
- 5) Two (2) continuous weeks; or
- 6) One (1) week

ITEM 8

Jury Duty, Military leave, and leave for official Union business, such as national and state conventions will not be charged to the choice vacation period. Reasonable leave time will be allowed to delegates for traveling to and from conventions.

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ITEM 9

The number of employees, including City Carrier Assistants (CCA) , who shall receive leave each week during the choice vacation period will be two (2) except weeks that contain a holiday or during the month of December there will be one (1) slot.

ITEM 10

Vacation selections will be submitted using form 3971's in duplicate form. Management will approve/disapprove the 3971 and provide a copy to each employee. Approved leave will be noted on the vacation calendar.

ITEM 11

Prior to bidding on vacation weeks, but no later than the last week of November each calendar year, management will post written information containing the procedures in the National and Local Agreements.

ITEM 12

In accordance with Item 9, incidental annual leave will be approved by management for up to two (2) employees for all weeks, except those which contain a holiday or during the month of December incidental annual leave will be approved for one (1) employee.

For this guarantee, employees must submit for incidental annual leave by Wednesday of the prior week. Should an employee apply for leave after Wednesday of the prior week, the leave approval will be at management's discretion.

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 24 hours.

ITEM 13

The order of scheduling for holidays shall be:

- 1) Part-Time Flexibles (PTF).
- 2) Full-time employees- volunteers whose holiday or scheduled holiday it its 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.


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ITEM 14

During the quarter, Overtime Desired Lists will be updated and posted at Amelia Post Office, for every carrier in that station having listed his/her name.

When an employee is converted to full-time career, the employee may, at their option, sign the Overtime Desired List within two (2) weeks of the date they are converted to full-time status. For the purpose of equitability, the newly converted employee shall be credited with the same number of hours as the carrier with the highest number of hours on the date the carrier signs the Overtime Desired List. Any newly converted employee may also, at their option, sign the Work Assignment List within two (2) weeks of the date they are converted to full-time status.

ITEM 15, 16 & 17

Upon medical request and medical certification, management will make every effort to employ carriers in "light duty" assignments. Such assignments that would be considered:

- 1) Casing mail on routes where there are vacancies
- 2) Assisting on routes, in office on heavy days
- 3) Relabeling carrier cases
- 4) Auxiliary routes of less than eight (8) hours
- 5) Special delivery assignments that are covered by PTF carriers
- 6) Making and posting collection box schedules
- 7) Assisting with city delivery office work
- 8) Assisting in training new employees
- 9) Answering telephones
- 10) Any other work that is productive, necessary, and available

When it is not possible to assign an ill or injured letter carrier to a light duty assignment within the carrier craft, the installation head or his/her designee will discuss the matter with the NALC Branch President or his/her designee, and the APWU President, or his/her designee, prior to effecting an assignment to another craft. It is understood that such assignments will not be made to the detriment of the APWU craft employees.

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 Amelia Post Office.

ITEM 19

Present parking program will continue.



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ITEM 20

Any leave requested prior to the determination and posting of the choice vacation period to attend union activities will be charged to the choice vacation period.

ITEM 21

When a letter carrier route or full-time duty assignment, other than the letter carrier route(s) or full-time duty assignment(s), is abolished at a 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 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 Article 41.

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. The letter carrier in question will remain on the route unless he notifies management as indicated above.

ITEM 22

The official posting of routes will include a final date for letter carriers to submit bid cards to their immediate supervisor, which will constitute an official timely bid.

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