




# USPS - NALC GEORGETOWN, OHIO 2019 - 2023 LOCAL AGREEMENT


This Local Memorandum of Understanding is entered into on May 28<sup>th</sup>, 2021, at Georgetown, 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 20<sup>th</sup>, 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 FOUR (4) REMAINING PAGES OF THIS COMPLETE FIVE (5) PAGE DOCUMENT.

  
\_\_\_\_\_  
Aaron R. Ewing  
Postmaster, Georgetown, USPS

6-16-21  
Date

  
\_\_\_\_\_  
Ted N. Thompson  
President, Branch 43, NALC

6-16-21  
Date

**GEORGETOWN, OHIO  
MEMORANDUM OF UNDERSTANDING  
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 full-time carriers at the Georgetown, Ohio Post Office will have rotating off days of every other Friday & Saturday and fixed off days of Sunday. Management shall meet with the union to jointly determine off days of any future full-time assignments.

**ITEM 3**

In the event of an emergency, the Postmaster recognizes danger to Postal employees, or if local conditions such as civil disorder, safety and health of the employee, or hazardous weather conditions warrant, the Postmaster or his/her designee will discuss with the President of the NALC or his/her designee the channels being used to notify employees of curtailment of operations.

**ITEM 4**

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.

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.

Employees will begin choosing vacation no later than December 1 of each calendar year. All bidding should be completed by December 31 of each calendar year.

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 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 when the leave is taken.

ITEM 5

The choice vacation period shall be January 1<sup>st</sup> through Thanksgiving weekend of each calendar year.

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 who earn 13 days annual leave may choose any one of items 4 or 5 or 6 below, on the first seniority round:

- 1) Three (3) continuous weeks; or
- 2) Three (3) separate weeks; or
- 3) Two (2) continuous weeks and one separate week; or
- 4) Two (2) separate weeks; or
- 5) Two continuous weeks; or
- 6) One (1) week

ITEM 8

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 for delegates to travel to and from conventions.

ITEM 9

The number of carriers, including City Carrier Assistant (CCAs) allowed off during the choice vacation period is one (1) per week.

ITEM 10

Vacation selections will be submitted using 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, management will post written information containing the procedures in the National and Local Agreements.

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**ITEM 12**

In accordance with Item 9, incidental annual leave will be approved by management for up to one (1) employee for all open dates in accordance with Item 5.

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

For weeks which contain a holiday, and during the month of December, incidental annual leave will be at management's discretion.

**ITEM 13**

The order of scheduling for holidays shall be:

- 1) Part-Time Flexible scheduled employees (PTF).
- 2) Full-time employees- volunteers whose holiday or scheduled holiday 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 (CCAs).
- 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**

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

**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) Re-labeling 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

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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 Georgetown Post Office.

ITEM 19

Present practice of carrier parking shall continue.

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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