



**USPS - NALC  
SOUTH LEBANON, OHIO  
2019 - 2023  
LOCAL AGREEMENT**

This Local Memorandum of Understanding is entered into on May 25<sup>th</sup>, 2021, at South Lebanon, 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.

David S. Gay  
Postmaster, South Lebanon, USPS

6/22/21

Date

Ted N. Thompson  
President, Branch 43, NALC

6-16-21

Date

SOUTH LEBANON, OHIO  
MEMORANDUM OF UNDERSTANDING  
2019-2023

ITEM 1

Article 9, 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 South Lebanon, Ohio Post Office will have rotating off days of every other Friday & Saturday and fixed off days of every Sunday. Management shall meet with the union to jointly determine off days of any future full-time assignments.

ITEM 3

Guidelines for the curtailment of Postal Operations: When the director of the Warren County Civil Defense informs the Postmaster of conditions of imminent 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

During the month of December, the employer will meet with the Union to review local service needs. The employer shall determine a final date for submission of applications for vacation periods of the employees during the choice vacation period.

Employees who earn twenty-six (26) days annual leave may select five (5) weeks during the leave year.

Employees who earn twenty (20) days annual leave may select four (4) weeks during the leave year.

Employees, including City Carrier Assistants (CCA), who earn thirteen (13) days annual leave may select two (2) weeks during the leave year. Leave for CCAs will be contingent upon the employee having an anticipated leave balance when the leave is taken.



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ITEM 5

Beginning in 2022, the choice vacation period shall be January 1<sup>st</sup> through the first Saturday in December.

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; or
- 3) Two (2) continuous weeks and one (1) 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.

ITEM 9

The maximum number of employees, including City Carrier Assistants (CCAs), allowed off during the choice vacation period shall be one (1).

ITEM 10

The employer will issue an official notice to each employee of the vacation schedule approved for him/her.

ITEM 11

Management will post the date of the beginning of the new leave year on the bulletin board no later than January 2<sup>nd</sup>.

ITEM 12

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

  
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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.

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**

Whenever it is necessary to work full-time regular carriers who have volunteered to work on their scheduled holiday they will be scheduled as needed on a seniority basis. Whenever it is necessary to work full-time regular carriers who do not volunteer to work on their scheduled holiday, they will be scheduled by juniority.

**ITEM 14**

The overtime desired list shall be posted for all full-time regular carriers at the South Lebanon, Ohio Post Office.

Updated, as used in Article 8, Section 4, of the National Agreement, shall be construed to mean reduced to zero (0) at the beginning of each quarter. All overtime opportunities offered or worked outside the work location where he/she normally works shall not be charged to the overtime desired list. Overtime list will be posted and updated quarterly. When a carrier desires to add his/her name to the list after making regular, he/she may, at his/her option, sign his/her name to the overtime desired list and shall be credited with overtime hours equal to the employee with the greatest amount of overtime hours at the time of being placed on the list.

**ITEM 15, 16 & 17**

Light duty assignments for carriers at the South Lebanon, Ohio Post Office will be any available work in the carrier craft which the ill or injured employees may be able to perform.

**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 South Lebanon Post Office.

**ITEM 19**

Parking spaces will be provided to all city letter carriers at the South Lebanon Post Office.

  
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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) of the junior employee(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 procedure 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, which will constitute an official timely bid.

Two (2) copies of the carrier seniority list will be given to the NALC Steward at the South Lebanon, Ohio Post Office.

  
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