



# USPS - NALC MASON, OHIO 2023 - 2026 LOCAL AGREEMENT

This Local Memorandum of Understanding is entered into on June 24<sup>th</sup>, 2025, at Mason, 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 22<sup>nd</sup>, 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 SIX (6) REMAINING PAGES OF THIS COMPLETE SEVEN (7) PAGE DOCUMENT.

Minh A. Evans  
Postmaster, Mason, USPS

6/24/2025

Date

Ted N. Thompson  
President, Branch 43, NALC

6-24-25

Date

MASON, OHIO  
MEMORANDUM OF UNDERSTANDING  
2023 - 2026

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 the relevant factors will be given appropriate consideration.

Prior to making a determination, 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 station, requesting them to announce to carriers, and also requesting the public to convey the message to all carriers.
- 2) Management will not be responsible for erroneous unofficial information.



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**ITEM 4**

Employees will choose a vacation period they desire in order of seniority. Beginning December 1, employees will begin signing for their vacation choices on the vacation calendar or chart.

Upon notification from management, carriers must choose within two (2) working days. Failure of the carrier to choose within two (2) working days will place the carrier after the last employee in the round.

After all employees, including City Carrier Assistants (CCA) 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.

Exchange of vacation weeks will be permitted with the concurrence of the Steward.

Any choice vacation period bid on and turned back in will be reposted for the senior carrier who desires it.

**ITEM 5**

The choice vacation period shall be the entire calendar year: January 1<sup>st</sup> through December 31<sup>st</sup>.

**ITEM 6**

The beginning day of the vacation period will start on Monday and end on Sunday.

**ITEM 7**

Employees who earn 20 or 26 days annual leave may choose any of the following from the choice vacation period:

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

Employees who earn 13 days annual leave may select any two weeks during the leave year. Leave for City Carrier Assistants (CCA) will be contingent upon the employee having a sufficient leave balance when the leave is taken.



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ITEM 8

Jury Duty and Military Leave will not be charged to the leave year.

During the week of the convention, the number of carriers who can be scheduled off each week during the choice vacation period will be reduced by the number of delegates elected attending the convention. The Union will notify management of the name of delegates who are to attend convention ten days prior to initiation of vacation selection. All elected delegates will have the opportunity to attend the convention. Attendance will not be charged against the choice vacation period.

ITEM 9

For each vacation week during the choice vacation period, there shall be four (4) slots available for selection by all employees, including City Carrier Assistants (CCA). Beginning the first full week of December there shall be one (1) slot available for selection by all employees, including City Carrier Assistants (CCA).

ITEM 10

An approved 3971 will be returned to every carrier for their vacation picks. A copy of the vacation schedule will be posted.

ITEM 11

Management will announce picking vacation the last week of November each year.

ITEM 12

Excluding December, pending no more than three (3) employees are scheduled off on any type of leave, incidental annual leave will be approved by management for up to three (3) employees. If there are three(3) or more employees off on any type of leave, incidental annual leave will be approved at management's discretion.

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.



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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 method of selecting employees to work on a Holiday:

1. Part-Time Flexible (PTF) employees to the maximum extent possible, even if the payment of overtime is required.
2. All full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have volunteered to work on their holiday or their designated holiday by seniority.
3. City Carrier Assistants (CCA).
4. All full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have volunteered to work on their non-scheduled day-by seniority.
5. Full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have not volunteered on what would otherwise be their non-scheduled day by inverse seniority.
6. Full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have not volunteered on what would otherwise be their holiday or designated holiday by inverse seniority.

**ITEM 14**

The overtime desired list will be for the carrier craft at the Mason, Ohio Post Office.

**ITEM 15, 16 & 17**

In accordance with Article 13 of the National Agreement and medical restrictions, management will make every effort to provide light duty assignments for carriers, including City Carrier Assistants (CCA). Light duty will be any productive and available work that the carrier is able to perform in accordance with medical restrictions.



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Assignments to be considered for light duty are:

- 1) Express mail and special delivery duties
- 2) casing mail on open, heavy and auxiliary routes
- 3) Mounted delivery
- 4) NDCBU delivery
- 5) Any available delivery within medical restrictions
- 6) Relabeling cases
- 7) Assisting on vehicle inspections
- 8) Checking NOV(MBBM)
- 9) Rewriting carrier route books
- 10) Label apartment building boxes
- 11) All other 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 craft of the Mason, Ohio Post Office.

**ITEM 19**

Each carrier will be provided one (1) parking space on a first come first served basis.

**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(s) or full-time duty assignment(s), other than the letter carrier route(s) or full-time duty assignment(s) of the junior employee, 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 routes or full-time duty assignments was abolished shall be posted for bid for the affected carriers who have been displaced in that station.



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Beginning June 24, 2025, at the option of the NALC Branch 43 President, in lieu of the above provision, as an additional option for any time route adjustments are completed whether minor, formal, or through any form of joint route adjustment agreement(s), all full-time delivery duty assignments will be open for expedited bidding by seniority prior to implementation of any such adjustments.

**ITEM 22**

Vacant full-time carrier assignments will be posted for fifteen (15) calendar days.

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 copies of the carrier seniority list will be given to the NALC Steward at the Mason, Ohio Post Office, and the office of NALC Branch 43.

**ITEM 23**

To implement additional language in reference to Article 16 of the National Agreement, no Mason, Ohio employee shall be issued discipline without a NALC Steward present, if available. If no NALC Steward is available, or if management elects to mail the discipline to the employee's address of record, the NALC Branch 43 office shall be immediately notified of such action taken and provided a copy of the charged discipline.



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