



USPS - NALC SPRINGBORO, OHIO 2023 - 2026 LOCAL AGREEMENT



This Local Memorandum of Understanding is entered into on June 16th, 2025, at Springboro, 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.

Heather D. Grimes
Postmaster, Springboro, USPS

6/16/2025

Date

Ted N. Thompson
President, Branch 43, NALC

6-16-25

Date

SPRINGBORO, 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

Consistent with current practice, all full-time city carriers at the Springboro, Ohio Post Office will be on a rotating schedule. Newly established full-time positions will be assigned rotating off days by the Postmaster with concurrence of the NALC Steward or Branch 43 office.

No carrier shall have a rotating non-scheduled day of Tuesday assigned.

ITEM 3

Guidelines for the curtailment of Post 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

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.

Carriers will be notified by seniority to select vacation. When notified, a carrier has three (3) working days to select vacation.

The vacation selection will be comprised of two (2) rounds. All career employees will be given an opportunity to choose by seniority in the first and second round.

All non-career employees will be given an opportunity to choose, 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.

Signing for vacations by seniority will be completed by the end of December.

A copy of this article on annual leave shall be posted on the station/branch bulletin board or attached to the vacation calendar or chart.

ITEM 5

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

ITEM 6

Vacation weeks will begin on Monday and end on Sunday.

ITEM 7

In the first round, employees who earn twenty (20) or twenty-six (26) days annual may choose any one of the following from the choice vacation period:

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

Employees who earn thirteen (13) days annual leave may select any two (2) 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.

After all carriers have opted for up to 15 days in the first round, the following procedure will be followed by seniority for the second round:

Employees who earn twenty (20) or twenty-six (26) days annual may choose any one of the following from the choice vacation period:

6. Two(2)separate weeks; or
7. Two(2)continuous weeks; or
8. One(1)week

ITEM 8

Attendance at National or State conventions, Jury Duty and Military Leave are not to be charged to the employee's choice vacation period. Letter carriers attending any of the above during the choice vacation period shall be eligible for another available period within the choice vacation period.

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

Management will issue a PS Form 3971 to each employee of the vacation schedule approved for him/her.

ITEM 11

During the last week of November, each year, management will announce, to all carriers, the beginning date of the new leave year.

Posting of the choice vacation periods will be the last week of November.

ITEM 12

Incidental annual leave will be guaranteed and approved by management for up to one (1) employee from January 1st through November 30th, pending the employee requested incidental leave by no later than Tuesday of the previous week.

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.

Should an employee fail to apply for incidental leave by Tuesday of the prior week, the leave approval will be at management's discretion.

If annual leave is available to a letter carrier in the month of December, the letter carrier craft shall be notified in advance and given a chance to bid on days available.

ITEM 13

The method of selecting employees to work on a holiday:

- 1) Part-Time Flexible's (PTF).
- 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 Assistant's (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 include all full-time city letter carriers.

ITEM 15, 16 & 17

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

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 Springboro Post Office.

ITEM 19

The present practice of parking shall continue.

ITEM 20

Annual 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

The parties agree that Article 41, section 3.0 will be part of the local memorandum of understanding.

ITEM 22

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

Two (2) copies of the carrier seniority list will be given to the NALC Steward at the Springboro, Ohio Post Office, and NALC Branch 43 office.