

LOCAL MEMORANDUM of UNDERSTANDING

2023 - 2026

BETWEEN

UNITED STATES POSTAL SERVICE

AND THE

NATIONAL ASSOCIATION OF LETTER CARRIERS

(T.T. MORRIS MERGED BRANCH 1227)

*** * * * ***

AGREEMENT COVERS THE

LETTER CARRIER CRAFT EMPLOYEES


OF

(Wichita Falls, TX 76301, 76302, 76306, 76308, 76309, 76310, 76311)



Jayme Hopcus, Postmaster

Wichita Falls, TX



Chris Snyder, President

NALC Branch 1227

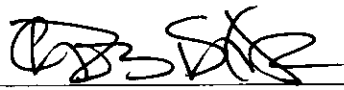
LOCAL MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on ***June 24, 2025***, at ***Wichita Falls, Texas*** between the representatives of the United States Postal Service and the designated agent of NALC Branch 1227, pursuant to the Local Implementation Provisions of the 2023 National Agreement with the National Association of Letter Carriers.

This Local Memorandum of Understanding shall be in full force and effect until midnight May 22, 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.



Postmaster Jayme Hopcus
USPS, Wichita Falls, TX



Local President Chris Snyder
NALC, Branch 1227

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ITEM # 1

ADDITIONAL OR LONGER WASH-UP PERIODS

A reasonable amount of wash up time shall be granted for those employees who have performed dirty work or work with toxic materials.

ITEM # 2

**THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER
FIXED OR ROTATING DAYS OFF**

Full-Time route assignments non-schedule workdays will be on a rotating basis so these employees shall have the advantage of a periodic three (3) day weekend. These Full-Time route assignments days off will not change unless and until these routes become vacant or posted for bid under the terms of this LMOU and the National Agreement or by mutual agreement between the letter carrier, local NALC and Management. Certain assignments by mutual agreement may have fixed days off.

Unassigned Regulars will also be assigned a rotating schedule.

ITEM # 3

**GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS
TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS
WARRANT BECAUSE OF EMERGENCY CONDITIONS.**

- A. The decision for curtailment or termination of Postal operations to conform to the orders of local (city or county) or federal authorities or as local conditions warrant because of emergency conditions shall be made by the Installation Head.



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- B. If the decision to curtail or terminate Postal operations is made during employee work hours, Management will notify employees by MDD (Mobile Delivery Device) (Scanner) or any replacement device and by cellular communication if possible.
- C. National Workplace Hotline will be open for employees to call for information.
- D. Employees involved in actual emergency situations will take immediate action to protect themselves. Under such circumstances Management will be advised as soon as possible.
- E. Management will retain the right to make the final decision to curtail or terminate Postal operations and, in all cases, will take the safety and health of the employees into consideration.
- F. The Local Union President will be notified of Managements decision to curtail or terminate Postal operations after attempts to notify all employees affected in this Installation.

ITEM # 4

FORMULATION OF LOCAL LEAVE PROGRAM.

- A. Choice leave will be by seniority for Career Letter Carriers (Full-Time Regulars, Part-Time Regulars, Part-Time Flexible) and relative standing for City Carrier Assistants.
- B. By November 1st of each year, in each delivery unit, a first round list will be given to each Letter Carrier Craft employee stating the date in which they will sign up for first round of choice bidding. By December 1st of each year, in each delivery unit, a second-round list will be given to each Letter Carrier Craft employee stating the date in which they will sign up for second round of choice bidding. These lists will be by seniority for Career Letter Carriers (Full-Time Regulars, Part-Time Regulars, Part-Time Flexible) and relative standing for City Carrier Assistants. There may be multiple Letter Carrier



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Craft employees signing up on the same day just as long as both circulations are completed by December 31st.

- C. Beginning in November and ending on the last day in December, the choice bidding shall begin in the following process:
1. Letter Carrier Craft Employees, in each delivery unit, shall sign up for leave on the date that they are assigned unless the following apply.
 - a. In the event that, a Letter Carrier Craft Employee is scheduled off or on annual leave then that employee shall be allowed to submit leave before their date but the PS Form 3971 will be placed in order of seniority or relative standing on the date in which they were scheduled to sign up for leave.
 - b. In the event that, a Letter Carrier Craft Employee forgets or doesn't apply for leave on the day that they were scheduled they may submit leave at any point after but will fall behind those that have applied or that are applying the day they submit for leave.
- D. Submission of choice leave shall be in whole weeks Monday through Sunday.
- E. Cancellation request for choice leave should be submitted by Monday prior to the leave week. Any cancellation of choice leave in full or part shall be made on the original PS Form 3971 (In the "Remarks" block) and initialed by the employee requesting the cancellation.
- F. Career Letter Carriers (Full-Time Regulars, Part-Time Regulars, Part-Time Flexible) and City Carrier Assistants are only allowed to sign up for the amount of leave that will be accrued in the time to take the leave that is requested.
- G. Exchanging of leave shall not be permitted.
- H. After the circulation of the choice leave board management shall:
1. Post the official leave board in each delivery unit.
- I. Management will post and keep up to date the choice leave board with incidental leave added as submitted and approved. The updated leave board will be made available to all Letter Carrier Craft Employees.


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- J. Any Carrier who has a multi-delivery unit T-6/Carrier Technician String their annual leave bidding station shall be the delivery unit in which the greatest number of routes assigned to their string exists.
- K. City Carrier Assistants (CCAs) sign up for leave at the delivery unit in which they are assigned to at the calculation of the leave board slots. In the event that a City Carrier Assistant (CCA) is reassigned to another delivery unit in the installation then that City Carrier Assistant shall take their choice leave selections with them to the new delivery unit.
- L. In the event that a full-time regular letter carrier bids on a route in another delivery unit then that full-time regular letter carrier shall take their choice leave selections to the new delivery unit.
- M. In the event that a Part-Time Flexible Letter Carrier or a City Carrier Assistant is converted to a full-time regular letter carrier then the newly converted Part-Time Flexible Letter Carrier or City Carrier Assistant shall keep their choice leave selections. In the event that a newly converted Part-Time Flexible Letter Carrier or City Carrier Assistant is converted into a different delivery unit then they shall take their choice leave selections to the new delivery unit.
- N. In the event that a letter carrier craft employee becomes ill while on choice annual leave they shall be allowed to have another selection during the vacation year if the vacancy exists on the leave board within the fourteen percent (14%) or the seven percent (7%) leave selections.

ITEM # 5

THE DURATION OF THE CHOICE VACATION PERIOD(S).

The duration of choice vacation period shall be for the whole year, with specific dates and different percentages of employees guaranteed leave in accordance with Item # 9.



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After each Letter Carrier has made their choice selections the remaining weeks shall be considered to be other than choice leave (Incidental Annual Leave) weeks addressed in item # 12.

ITEM # 6

THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD.

The Letter Carrier Craft Employees vacation weeks shall begin on Monday and ending on Sunday. If an employee's non-scheduled day falls at the beginning or end of their annual leave, then that employee will not be required to work those non-scheduled days.

ITEM # 7

WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS.

Letter Carrier Craft Employees may request three choice vacation selections in units of either five (5), ten (10), or fifteen (15) scheduled Working Days, in each round, based on the amount of leave the Letter Carrier Craft Employee will have at the time in which the leave is to be taken. This provisions intent is so Letter Carrier Craft Employees cannot sign up for three (3) separate weeks in any of the two (2) rounds. They can sign up for one (1) week, or two (2) two separate weeks, or one (1) separate week and two (2) weeks together, or three (3) weeks together.


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ITEM # 8

**WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE
CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.**

- A. Letter Carrier Craft Employees called to Jury Duty during their choice vacation period shall be eligible to reapply for another available vacation selection if the vacancy exists within the 14% or 7% outlined in Item # 9.
- B. Attendance at National or State Conventions shall be charged to the choice vacation period (but not against the delegates choice selection(s)), and slots shall be reserved for this purpose.

ITEM # 9

**DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL
RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.**

- A. Fourteen percent (14%) of the Letter Carrier workforce Compliment at each unit, including CCAs (City Carrier Assistants) shall be granted annual leave each week during the choice vacation period in each delivery unit with the exception of the four full leave weeks in December which shall be seven percent (7%). These percentages will be calculated based upon the number of Full-Time Regular Letter Carrier compliment at the delivery unit, the number of Part-Time Flexible Letter Carriers at the delivery unit and the number of CCAs (City Carrier Assistants) in the installation divided in half between the two units as of the last week in October. In applying the fourteen percent (14%) and seven percent (7%) requirement any fraction of .25 or more (rounding rules apply) will mean an additional Letter Carrier.


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ITEM # 10

**THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION
SCHEDULE APPROVED FOR SUCH EMPLOYEE.**

- A. During choice vacation bidding Management shall return to each Career Letter Carrier (Full-Time Regulars, Part-Time Regulars, Part-Time Flexible) and City Carrier Assistant a copy of the signed and dated PS Form 3971 showing approval/disapproval of any leave within forty-eight (48) hours after the close of each round of choice leave bidding.

ITEM # 11


**DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE
BEGINNING OF THE NEW LEAVE YEAR.**

No later than November 1st of each year, Management shall publicize on bulletin boards and by service talks the beginning date of the new leave year, which shall coincide with the Postal Leave Year.

ITEM # 12

**THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE
DURING OTHER THAN THE CHOICE VACATION PERIOD.**

- A. Other than choice leave (Incidental Annual Leave) period shall be for the whole calendar year.
- B. Career Letter Carriers (Full-Time Regulars, Part-Time Regulars, Part-Time Flexible) and CCAs (City Carrier Assistants) shall be granted other than choice leave (Incidental Annual Leave) within the fourteen percent (14%) and seven (7%) leave provisions.


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- C. Other than choice leave (Incidental Annual Leave) for the subsequent leave year will not be submitted until completion of choice leave.
- D. Other than choice leave (Incidental Annual Leave) shall be fourteen percent (14%) with the exception of the four full leave weeks of December which shall be seven percent (7%) at the calculation of the choice leave board percentages.
- E. Other than choice leave (Incidental Annual Leave) approval is on a first come first serve basis.
- F. Other than choice leave (Incidental Annual Leave) shall be submitted in triplicate on PS Form 3971 no later than the Tuesday prior to the service week in which annual leave is desired.
- G. Letter Carrier Craft Employees shall have no more than five (5) active PS Form 3971's for other than choice leave (Incidental Annual Leave) on file at any time.
- H. Career Letter Carriers (Full-Time Regulars, Part-Time Regulars, Part-Time Flexible) and City Carrier Assistants must possess enough annual leave taking in account their choice leave selections to be approved other than choice leave (Incidental Annual Leave).
- I. Management shall sign and date receipt of PS Form 3971 upon submission by a Letter Carrier Craft Employee.
- J. Management shall within 48 hours of submission of other than choice leave (Incidental Annual Leave) approve or deny submitted PS Form 3971 and return the Letter Carrier Craft Employee their copy of PS Form 3971.
- K. There will be one-time incidental leave submission the first service day of the new year in which other than choice leave (Incidental Annual Leave) shall be approved based upon seniority and/or relative standing.

ITEM # 13

THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY.


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- A. All Part-Time Flexible Letter Carriers
- B. All Full-Time Regular Letter Carriers who have volunteered to work on their holiday or their day designated as a holiday, selected by seniority.
- C. All City Carrier Assistants
- D. All Full-Time Regular Letter Carriers who have volunteered to work on their non-schedule day, selected by seniority.
- E. Full-Time Regular Letter Carriers who have not volunteered to work on their non-scheduled day, selected by inverse seniority.
- F. Full-Time Regular Letter Carriers who have not volunteered to work on their holiday or their day designated as a holiday, selected by inverse seniority.

ITEM # 14

**WHETHER “OVERTIME DESIRED” LISTS IN ARTICLE 8 SHALL BE BY SECTION
AND/OR TOUR.**

- A. The “overtime desired” lists in Article 8 shall be by delivery unit (e.g. Morningside Station is a delivery unit and Bridgecreek Station is a delivery unit. Sheppard Air Force Base Zip Code 76311 is included with Morningside Station.
- B. Upon conversion to Full-Time Regular, former Part-Time Flexible Employees and City Carrier Assistants, shall have the right to sign up for their choice of overtime lists or sign up on the “No” list.

ITEM # 15

**THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR
OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT
LIGHT DUTY ASSIGNMENT.**


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- A. Reasonable effort will be made to exhaust assignments within the Letter Carrier Craft before crossing crafts in the assignment of Letter Carriers on light duty.
- B. Each request for light duty will be considered on its own merits in accordance with the provisions of the National Agreement.
- C. Reasonable effort, based on the needs of the service and the employee's limitations, will be made to provide work within the Letter Carrier Craft.
- D. The Employee must provide medical certification specifying their limitations, work tolerance, and expected duration.
- E. To every extent possible Management shall make a reasonable effort to provide temporary light duty assignments to City Carrier Assistants.

ITEM # 16

**THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT
NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE
ADVERSELY AFFECTED.**

No regular employee will be "bumped" from a bid assignment to provide light duty work for another employee. In some cases it may be necessary to assign light duty work across crafts. In the event a light duty assignment crosses crafts the Local NALC Steward shall be notified as soon as possible.

ITEM # 17

**THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT
DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.**

Each request for light duty will be considered on its own merits in accordance with the provision of the National Agreement. Reasonable effort, based on the employees' limitations, will be made to provide work within the Letter Carrier


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Craft before seeking work outside the Letter Carrier Craft. The Employee must provide medical certification specifying their limitations, work tolerance and expected duration.

ITEM # 18

**THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS
PROPOSED TO REASSIGN WITHIN AN INSTALLION EMPLOYEES EXCESS TO THE
NEEDS OF A SECTION.**

A section shall be defined as a delivery unit within the Wichita Falls Installation. (e.g. Morningside Station is a delivery unit, Bridgecreek Station is a delivery unit)

Sheppard Air Force Base (Zip Code 76311) is part of Morningside Station delivery unit.

ITEM 19

ASSIGNMENT OF EMPLOYEE PARKING SPACES

Management and the NALC will jointly attempt to make available parking safe for employee vehicles.

ITEM # 20

**THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION
ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION
SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN.**

Weekly slots for union activities will be reserved for union delegates on the leave board. Annual leave to attend union activities requested during the choice



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vacation schedule will not be charged to that delegate's choice vacation selections.

ITEM # 21

**THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATION AS
PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT.**

- A. Letter Carrier assignments will not be posted when there is a change or schedule of more than an hour.
- B. In the event that a Letter Carrier Craft Employee is involved in a motor vehicle accident or is injured in the performance of his/her duties, the Local Union President or designee shall be notified by phone call, text or email as soon as possible but no later than the end of the business day.
- C. Labor Management Meetings:
 - 1. Shall be conducted once a quarter either by phone, video conferencing or in person depending on the circumstances.
 - 2. Shall be conducted on a mutually agreed upon date the first week of January, April, July and October unless another time-frame is mutually agreed upon.
- D. Hold-downs/Mini-Bids shall be submitted by the Thursday prior to the service week in which there is going to be a vacancy of five (5) or more days unless the vacancy is because of an unforeseen circumstance then a hold-down/mini-bid can be placed, within twenty-four (24) hours, at the time of the known vacancy.
 - 1. Hold-Downs/Mini-Bids shall be awarded by seniority or relative standing.
 - 2. Hold-Downs/Mini-Bids shall be worked for the duration of the vacancy.
 - 3. Hold-Downs/Mini-Bids are done in the delivery unit in which the letter carrier craft employee is assigned.



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4. Local NALC Steward shall be allotted time to post on the time clock all available hold-down/mini-bids available in their unit on a weekly basis. The Union shall also be notified by Management of any unforeseen vacancy that should exist so that the Local NALC Steward will be able to post the notice of that vacancy.
- E. A full-time regular letter carrier called into work on a non-scheduled day shall work his/her full-time assignment. The carrier technician/T-6 scheduled to work the route shall work on another route on their string that is vacant that day. Should there be no vacancy on their string then they shall displace the junior Part-Time Flexible or Unassigned Regular or lowest relative standing CCA (City Carrier Assistant) on a hold-down/mini-bid in an effort to remain on their string. Should there be no vacancy or letter carrier craft employee on a hold-down/mini-bid then the carrier technician/T-6 shall be assigned where needed.

ITEM # 22

**LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENORITY,
REASSIGNMENTS AND POSTING.**

- A. Bidding for vacant assignments shall be installation wide/city wide with seniority as the determining factor.
- B. Posting shall be for not less than ten (10) days.
- C. The posting of the award notice indicating the successful bidder shall be posted within ten (10) days after the closing date of the posting.
- D. The successful bidder must be placed in the new assignment within fifteen (15) days of the award.
- E. All bids for postings shall be made on the liteblue website or by calling 1-877-477-3273. Manual bids shall only be placed in the case where the other means of bidding were not accessible. If an employee doesn't have access



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to a computer, Postal computers shall be provided to the employee to access liteblue.

- F. In instances where several assignments are posted, a letter carrier may bid on as many assignments as are posted, stating his/her preference in the following order: 1st choice, 2nd choice and 3rd choice, etc.
- G. Copies of all postings and awards in the letter carrier craft shall be sent to the Local Union President.
- H. Article 41.3.O- 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, highway, 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 this Article 41.
 - 1. The Local Union shall have the right to delete this provision during the life of this agreement.


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