

# American Postal Workers Union, AFL-CIO

A PROGRESSIVE ORGANIZATION DEVOTED TO THE INTERESTS OF  
POSTAL EMPLOYEES AND AN IMPROVED SERVICE

#289 LOCAL

Biddeford City

ME 04005-9998 STATE



February 29 19 96

Richard Stephen, Postmaster  
100 Alfred St.  
Biddeford, ME 04005-9998

Dear Mr. Stephen:

It is mutually agreed that the present Local Agreement is  
to be extended in full force and effect through November 20, 1998.

A handwritten signature in dark ink, appearing to read "Norman H. Smith".

For the Union

A handwritten signature in dark ink, appearing to read "Carl F. Bolinger, GIC".

For the USPS

LOCAL MEMORANDUM OF UNDERSTANDING  
USPS - APWU LOCAL 289  
(COVERING CLERK AND MAINTENANCE CRAFTS)  
UNITED STATES POST OFFICE  
BIDDEFORD ME 04005  
OCTOBER 30, 1991

- 1) WASH UP PERIODS  
Five minutes allowed. 2½ before lunch and 2½ at end of tour. Additional time may be used if necessitated by exceptionally dirty work.
- 2) REST BREAK  
A 10 minute break will be allowed during an 8 hour tour to be started as soon as all A.M. mail, including parcel post, is at carrier cases and Direct/Firm holdouts/Saco and Station mails are pulled. No more than 4 clerks on break at one time. A 10 minute rest break will be allowed in the P.M. if more than 3 hours are worked after lunch.
- 3) WINDOW CLERKS ON DUTY  
A minimum of 2 window clerks will have cash drawer in and be readily available when the service counter is open and a third will be readily available as needed.
- 4) BARGAINING UNIT WORK  
Supervisors shall not perform bargaining unit work but shall designate craft employees for such duties.
- 5) OVERTIME DESIRED LIST  
Opportunities for overtime in the clerk craft shall be in accordance with the National Agreement, Art. 8, Sec. 5.C.1. Opportunities for working non-scheduled days will be rotated by seniority consistent with maintaining an equitable balance of hours. The list will comprise of two choices:  
a) Ten hours      b) Twelve hours  
The opportunities given and hours accrued will be reviewed by the supervisor and the shop steward on the first and third Saturdays of every month to assure compliance. If the shop steward is not available the president will review.
- 6) CLERK LEAVE AGREEMENT AND CHOICE VACATION PERIOD
  - a. The choice vacation period will be the Monday before Memorial Day through the Saturday after Labor Day.
  - b. Vacation beginning on Monday and ending on Saturday.
  - c. Two selections in units of 5 or 10 consecutive days.
  - d. Form 3971 to be submitted prior to April 1st for selections in choice period.
  - e. The issuance of official notices to each employee of the vacation schedule approved for such employee to be POSTED NOTICE no later than April 1st.

- f. Jury duty shall not be charged to an employee's vacation period.
- g. Attendance at APWU state convention shall not be charged to an employee's choice vacation period.
- h. The employee wishing to cancel annual leave during prime time must notify the supervisor in writing at least seven calendar days prior the start of his/her leave unless an emergency exists. The cancellation must be in blocks of forty hours. The cancelled leave will be posted the next scheduled working day in the A.M. for two working days. The available time will go to the senior clerk who submits a 3971 within those two working days. If more than 40 hours are available then two or more will share the blocks of forty hours. If no one applies for the blocks of forty hours incidental leave may be granted according the conditions set forth in Item 8 below.

7) DETERMINING THE NUMBER OF CLERICAL EMPLOYEES WHO SHALL BE GRANTED ANNUAL LEAVE

15% of clerical employees, rounded to the nearest whole number, may be on annual leave at any one time during the year excluding December; more if feasible. More than one absence due to jury duty APWU convention, or standard military leave (up to 15 days) will be charged to the maximum who may be off. Leave in December will be at the discretion of the supervisor and may be granted if operational conditions are not hampered.

8) THE PROCEDURES FOR SUBMITTING APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD

- a. If an employee desires a copy of form 3971 for his/her file, he/she will submit duplicate forms 3971.
- b. Application for annual leave outside the choice bidding period shall be approved or disapproved within 48 normal duty hours from date of submission; if no indication of approval or disapproval is received by the employee (assuming the employee and supervisor are mutually aware of the request) then approval shall be assumed.
- c. Application for leave in any amount made less than 48 hours before the time requested shall be approved or disapproved at least one hour prior to the requested time. If application is made less than 24 hours before time requested, approval will be contingent upon the operational situation without regard to the percentage established in Item 7 above.
- d. On a day-to-day basis: to be on a first come, first served basis, and in the event of a conflict seniority to decide.
- e. On request in advance: when management has granted an advance request, it will not be subject to subsequent "BUMPING" in the event of a later request by a more senior employee.

9) THE DETERMINATION OF WHAT CONSTITUTES A SUFFICIENT CHANGE OF DUTIES, OR PRINCIPLE ASSIGNMENT AREA, TO CAUSE DUTY ASSIGNMENT TO BE POSTED

- a. When a duty assignment is changed, the Union will be consulted as to whether to post.
- b. No assignments will be posted because of change in starting time unless the change exceeds one hour.
- c. A clerical employee whose starting time is changed by more than one hour shall have the option of accepting the new starting time. If accepted, the position will not be posted.

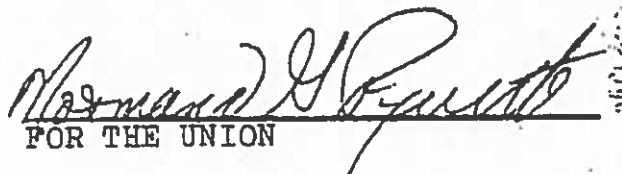
10) SUNDAY/HOLIDAY PTF WORK

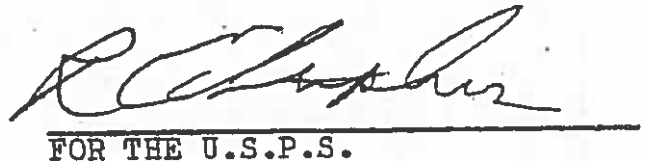
PTF clerks will be on a rotating schedule by seniority, if needed for Sunday or Holiday work, unless qualified PTFs volunteer.

11) JOINT LABOR/MANAGEMENT MEETINGS

The parties to this memorandum of understanding will meet quarterly upon notification by either party. Meetings shall be held to a 2 hour duration unless mutual agreement is reached to extend. An exchange of agenda items shall be made not later than 2 days preceding the meeting and shall be in enough detail to specifically delineate the particular item within the subject area, so that all parties may make proper research before the meeting. Additional representation beyond that authorized in the National Agreement shall not exceed 2 APWU members.

This Memorandum of Understanding is entered into on October 30, 1991 at Biddeford ME 04005 between the representatives of the United States Postal Service and the designated agent of Local 289, APWU, pursuant to the Local Implementation Provision of the 1991 National Agreement with the American Postal Workers Union.

  
FOR THE UNION

  
FOR THE U.S.P.S.