

**Memorandum
Of
Understanding**

Cumberland Center

1. Additional or longer wash up periods

Reasonable wash up time to be allowed before lunch and before closing tour.

**2. The establishment of a regular work week of five days
With either fixed or rotating days off.**

Maintain fixed days.

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.

Management shall exercise reasonable judgment in the curtailment and/or termination of Postal Operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions.

Reasonable judgment shall also be exercised in requiring an employee to report to duty and/or considering his/her tardiness due to adverse conditions in their living area or between their living area and the Post Office.

4. Formulation of Local Leave Program

- A. The bidding and awarding of vacations shall be on a basis of two (2) selections. Any periods outside of the choice time will be considered as available under the provisions of "the remainder of the employee's annual leave may be granted by agreement." The intent of this statement is to establish that after all employees have been given an opportunity to bid for scheduled vacation within the choice vacation period, the provisions of "not to exceed ten (10)" and "not to exceed fifteen (15)" no longer pertain and employees may apply for additional annual leave in periods still open, as well as in weeks not in the choice vacation period.

- B. Employees shall confirm their intentions to take scheduled vacation periods by filing leave application forms no later than two weeks prior to the vacation, and if the scheduled vacation is within the choice time, must confirm no later than April 30.

5. The duration of the choice vacation period.

June, July, August, September

6. The determination of the beginning day of an employee's vacation period.

For leave purposes, the vacation will start immediately following the employee's second off day for full-time regulars. PTF vacation week will be Monday through Saturday.

7. Whether employee's at their option may request two (2) Selections during the choice vacation period, in units of either 5 or 10 days.

Two (2) choices.

8. Whether Jury Duty and attendance at National or State Conventions shall be charged to the choice vacation period.

Jury Duty shall not be charged to the choice vacation.

9. Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.

At least one employee will be allowed leave each week during the choice vacation period.

10. The issuance of official notices to each employee of the vacation schedule approved for such employee.

By posted notice.

11. The procedures for submission of applications for annual leave during other than the choice vacation period.

- A. If an employees desires a copy of form 3971 for his/her file, He/she will submit duplicate form 3971s
- B. Application for annual leave for periods of less than one (1) week will be approved or disapproved within 72 hours from date of submission.
- C. An employee may not submit a form 3971, request for annual leave, for a day before or a day after holiday sooner than fifteen (15) days before the holiday. This refers to calendar holidays, not designas holidays.
- D. Application for leave of one hour or more in the same day shall be approved or disapproved at least one hour prior to the requested time.
- E. On a day-to-day factor: To be on a first come, first serve basis, and in the event of conflict, seniority to decide.
- F. 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.

12. The number of light duty Assignments within each craft or occupational group to be reserved for temporary or permanent light duty assignments.

None.

Both parties are aware that, within the clerical craft most cases involving ill or injured members of the craft concern merely temporary action of not requiring the employees to engage in heavy clerical duties, such as parcel post, etc. Therefore, it is agreed that such temporary action will be considered in every instance first without a change in duty hours, for full time clerks.

For such cases which on proper and acceptable medical evidence the above relief is not sufficient, management will give consideration to detail, as qualified, office type work.

In the event of a serious illness or injury which requires special consideration on an individual basis, the Union will be consulted.

13. 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.

Full time clerks of the clerical craft, upon approval of their Applications for temporary light duty, will be assigned to duties not involving heavy lifting commensurate with his/her capabilities as determined by medical authorities, provided such work is available.

No employee of the clerical craft will be mover from his/her bid assignment to provide light duty for another employee.

Employees on light duty assignments shall not work more than eight (8) hours per day nor more than forty (40) hours per week.

14. The identification of assignments that are to be considered light duty within each craft represented in the office.

Refer to Item 12.

15. A. The determination of what constitutes a sufficient change of duties, or principle assignment area, to cause the duty assignment to be reposted.

When a duty assignment is changed, the Union will be consulted as to whether to repost.

15. B. No assignments will be posted because of in starting time unless the change exceeds one hour.

If the change exceeds one hour, the union will be consulted as to whether to repost.

Joint Labor/ Management meetings

The parties to this memorandum of understanding will meet quarterly upon notification by either party. The meeting will be held on the third Wednesday of the month at 1450. Meeting shall be held to two hour duration unless mutual agreement is reached to extend. An exchange of agenda items shall be made not later than Monday 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 two for any one Union and will be in attendance on their own time.

Postmaster

APWU Asst Clerk Craft Director

Contract through 2010