

Local Memorandum of Understanding

Gorham

1. Additional or longer wash up periods

When an employee performs dirty work or works with toxic materials he or she will be allowed reasonable wash up time.

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

Full time regulars will have two rotating days off per service week.

3. Guidelines for the curtailment of Postal operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions.

The decision to curtail or terminate postal operations at Gorham, Me. will be made by the Postmaster of Gorham or his/her designee. The Union and employees will be kept informed of this decision which will be made based upon management's assessment of the emergency situation.

4. Formulation of Local Leave Program

Vacation bidding for the subsequent year will begin January 2 and extend thru January 24. Management will post results by February 5.

5. The duration of the Choice Vacation period

The choice vacation period will run from the second Saturday in February until the Friday in Thanksgiving week in November.

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

The vacation will begin on Monday and end on Saturday. Exceptions may be granted if operational needs permit with the intent of allowing the employee consecutive weekends in conjunction with his/her vacation.

7. Whether employees at their option may request two selections during the choice vacation period, in units of either five or ten days.

Employees may request two selections during the choice vacation period in units of five (5) or ten (10) days. The total may not exceed what is authorized in Article 10 of the CBA.

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

It shall be charged to this period if known in advance. If not known in advance management will make every effort consistent with operational needs to allow one clerk delegate to a convention if elected. A convention delegate or clerk on Jury Duty will be allowed another vacation from unbid time if such duty causes them to lose their vacation.

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

One clerk on annual leave during the choice vacation period

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

By duplicate copy of PS form 3971

11. Determination of the date and means of notifying employees of the beginning of the new leave year.

By official notice the beginning and end of the leave year will be posted by management.

12. The procedure for submission of applications for Annual leave during other than choice vacation period.

A. Application for incidental leave for periods not bid during the choice vacation period and the non choice period will be submitted no more than **fourteen days in advance**. Approval will be by seniority, if conflict or otherwise first come first served. One clerk will be allowed off each day other than December 1 thru 24 when leave will be determined strictly by operational needs. Leave must be submitted by the Tuesday prior to the service week when requested for the one clerk off quota to apply.

B. Exception to the one clerk off quota are appropriate when it would seriously compromise service. Management agrees this will only be invoked to resolve a serious manpower shortage.

C. Leave exceptions to the maximum **fourteen day notice** may be granted when agreed upon jointly by the APWU and management. This would include trips that need to be planned in advance with non refundable reservations and or air tickets. This will not be done in substitution for bidding during the choice vacation period.

30-60?

13. The method of selecting employees to work on a Holiday.

The following will be used for Holiday scheduling.

1. **PTF'S and Transitional employees**
2. Full time regular volunteers on their regular day rotating by seniority
3. **Casuals** PSE's
4. Full time regular volunteers on their SDO rotating by seniority PSE's
5. Overtime for ~~casuals~~, PTF's and ~~Transitional~~ employees
6. Non Volunteer full time regulars rotating by juniority. First on their SDO and secondly on their holiday.

14. Whether overtime desired lists in Article 8 shall be by section and /or tour.

Full time regulars will have the option of workdays only, **days** off only, or anytime. List will be rotated separately for work day overtime and day off overtime.

15. – 16. – 17.

There are no light duty assignments reserved in Gorham, Me. Light duty will be granted subject to language in Article 13 of the CBA. To the extent practical management will alter the existing assignment of the employee needing light duty to delete the duties he or she cannot do. The Union will be consulted before any other regular work force assignment is adversely affected.

18. Reassignment will be in accordance with the CBA and for this purpose the entire installation is one section.

19. The assignment of employee parking spaces

Parking spaces in excess of the needs of the USPS will be open To craft employees on a first come first serve basis.

20. The determination as to whether annual leave to attend Union activities requested prior to the determination of the choice vacation schedule is to be part of the total choice vacation plan.

Annual leave or Lwop approved to attend Union activities Prior to the granting of the choice vacation period will be counted in the quota provided for in Item nine of this memorandum.

21. and 22.

These items involving seniority, reassignment, and posting of assignments will be governed by the language in the CBA.

Agreed to By

Postmaster

Clerk Craft Director
