

## **Local Memorandum of Understanding**

### **Old Orchard Beach**

**1. Additional or longer wash up periods**

Present reasonable wash up time practice will be maintained.

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

Full time regulars will have two fixed 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 Old Orchard Beach, Me. will be made by the Postmaster of OOB or his /her designee. This will take into account the safety of the employees and the public. 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 December 2 and extend thru January 5<sup>th</sup>. Management will post results by January 5<sup>th</sup>. Two rounds may be bid with up to two total selections not exceeding fifteen days. Each employee will have two working days with

**5. The duration of the Choice Vacation Period**

The choice vacation period will run from the third Monday in January until the Sunday after Thanksgiving in November.

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

The vacation will begin on Monday and end on Sunday. 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 ten of the CBA.

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

It shall not be charge to this period.

**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 3971 and posted leave chart.

**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 date of the leave year will be posted by management.

**12. The procedure for submission of applications for annual leave during other than the 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 the first five days of the month preceding the time the annual leave is requested for. Approval will be by seniority amongst slips submitted in this manner. Otherwise first come first served with the slips submitted no later than the Tuesday before the service week when requested. Slips submitted as above will be granted by the quota that one clerk will be allowed off each day other than December 1 thru 24 when leave will be determined strictly by operational needs.

- B. Exceptions to the one clerk quota are appropriate when it would seriously compromise service. Management agrees this will only be invoked to resolve serious manpower shortage.
- C. Leave exceptions to the above 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.

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

The following order will be used for Holiday Scheduling.

1. PTF's
2. Full time regular volunteers on their regular day rotating by seniority
3. Casuals
4. Full time regular volunteers on their SDO rotating by seniority
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 workday overtime and day off overtime. When practical overtime will first be scheduled to full time regulars and secondly to part time flexibles. Last priority to off the list full time regulars.

**15. -16. – 17.**

There are no light duty assignments reserved in Old Orchard Beach, 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. Light duty assignments may consist of less than forty hours a week or eight hours a day.

**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 served 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**

