

LOCAL MEMO OF UNDERSTANDING ROCKLAND, ME. U.S.P.O.

1. WASH UP PERIODS

EMPLOYEES WILL BE GRANTED REASONABLE WASH UP TIME BASED ON CURRENT PRACTICE.

2. REGULAR WORK WEEK

THE REGULAR WORK WEEK FOR FULL TIME REGULAR CLERKS WILL BE A FIVE (5) DAY WORK WEEK WITH TWO (2) FIXED NON-SCHEDULED DAYS.

3. CURTAILMENT OF POSTAL OPERATIONS

CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS BECAUSE OF EMERGENCY CONDITIONS SHALL BE DETERMINED BY MANAGEMENT. THE UNION AND EMPLOYEES WILL BE KEPT INFORMED DURING THIS PROCESS.

4. FORMULATION OF LOCAL LEAVE PROGRAM

USPS AND SHOP STEWARD WILL CIRCULATE LEAVE CALENDAR TO SELECT VACATIONS FROM JANUARY 2 TO JANUARY 27 OF EACH YEAR BEGINNING IN 1997.

5. DURATION OF CHOICE VACATION PERIOD

CHOICE VACATION WILL BE FROM FIRST MONDAY IN MARCH TO LAST FULL WEEK IN NOVEMBER INCLUDING THANKSGIVING HOLIDAY. AN ADDITIONAL TIME AVAILABLE IN CHOICE WILL BE DECEMBER 26 TO DECEMBER 31 OF EACH YEAR.

6. BEGINNING DAY OF EMPLOYEE VACATION PERIOD

THE EMPLOYEE'S VACATION PERIOD SHALL BEGIN ON MONDAY. EMPLOYEES WHO EARN THIRTEEN (13) DAYS PER YEAR ANNUAL LEAVE WILL RECEIVE UP TO TEN DAYS OF CHOICE VACATION BY INITIAL BIDDING. EMPLOYEES WHO EARN EITHER TWENTY (20) OR TWENTY-SIX (26) DAYS OF ANNUAL LEAVE WILL BE GRANTED UP TO FIFTEEN DAYS BY INITIAL BIDDING PROCESS.

7. SELECTION OF VACATION PERIOD

AN EMPLOYEE MAY, AT THE EMPLOYEES OPTION, REQUEST TWO (2) SELECTIONS DURING CHOICE VACATION PERIOD NOT TO EXCEED EITHER TEN OR FIFTEEN DAYS AS DEFINED IN ITEM SIX. OTHER ANNUAL LEAVE WILL BE HANDLED IN ACCORDANCE WITH ITEM TWELVE OF THIS LOCAL MEMORANDUM. A WRITTEN REQUEST TO MANAGEMENT TO RELINQUISH A VACATION BID MUST BE PRESENTED AT LEAST TWO WEEKS PRIOR TO VACATION START AND MUST BE

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ITEM SEVEN CONTINUED

RELINQUISHED IN TOTAL. THIS LEAVE WILL BE POSTED AS AVAILABLE AS INCIDENTAL LEAVE UNDER ITEM TWELVE.

8. JURY DUTY AND NATIONAL AND STATE CONVENTIONS

ATTENDANCE AT JURY DUTY AND STATE AND/OR NATIONAL CONVENTIONS SHALL NOT BE CHARGED TO CHOICE VACATION TIME. THIS WILL BE LIMITED TO ONE (1) CLERK ON CONVENTION LEAVE.

9. MAXIMUM NUMBER OF EMPLOYEES ON LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.

TWO (2) EMPLOYEES SHALL BE GRANTED ANNUAL LEAVE SIMULTANEOUSLY, IF REQUESTED IN ORDER OF SENIORITY. THIS ITEM APPLIES TO CLERKS ONLY. MAINTENANCE CRAFT LIMIT IS ONE.

10. OFFICIAL NOTICE OF VACATION PERIOD APPROVAL TO EMPLOYEES.

THE EMPLOYER WILL OFFICIALLY NOTIFY EACH EMPLOYEE OF APPROVAL OF ANNUAL LEAVE FOR VACATIONS.

11. BEGINNING OF LEAVE YEAR

MANAGEMENT WILL NOTIFY BY POSTING THE BEGINNING AND ENDING OF EACH LEAVE YEAR.

12. PROCEDURES FOR LEAVE OTHER THAN THE CHOICE PERIOD

APPLICATION FOR LEAVE DURING THE NON CHOICE PERIOD AND UNBID PERIODS OF THE CHOICE PERIOD WILL BE AS FOLLOWS. STARTING FEBRUARY 1, 1997 ALL UNBID VACATIONS IN THE CHOICE WILL BE OFFERED IN WHOLE WEEK INCREMENTS TO CLERKS STARTING WITH THE SENIOR CLERK FIRST UNTIL FEBRUARY 25. AFTER ALL SELECTIONS FOR A WEEK OR MORE HAVE BEEN FILLED BY SENIORITY THE REMAINING INCIDENTAL LEAVE WILL BE FIRST COME FIRST SERVED WITH THE PROVISION THAT NO LEAVE WILL BE REQUESTED MORE THAN SIX MONTHS IN ADVANCE. SENIORITY WILL RESOLVE CONFLICTS ON SLIPS SUBMITTED THE SAME DAY. TWO CLERKS TOTAL EACH DAY WILL BY THE QUOTA FOR ANNUAL LEAVE. MANAGEMENT WILL APPROVE OR DISAPPROVE ANNUAL LEAVE WITHIN SEVENTY TWO HOURS OF SUBMISSION. IN ORDER FOR LEAVE TO BE GRANTED UTILIZING THE TWO CLERKS PER DAY QUOTA LEAVE REQUEST MUST BE SUBMITTED AT LEAST A WEEK IN ADVANCE. LEAVE QUOTA MAY BE EXCEEDED AT THE DISCRETION OF THE EMPLOYER. NO ANNUAL LEAVE WILL BE GRANTED FROM DECEMBER 1 TO

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ITEM TWELVE CONTINUED

DECEMBER 24 OF EACH YEAR EXCEPT WHEN POSSIBLE DUE TO OPERATIONAL NEEDS AND FOR EMERGENCIES AS DETERMINED BY MANAGEMENT.

**13. SELECTING EMPLOYEES TO WORK HOLIDAYS
WILL BE CONSISTENT WITH ARTICLE ELEVEN OF THE CBA**

**14. OVERTIME DESIRED LIST
SHALL BE BY CRAFT ONLY. THERE WILL BE TWO OVERTIME LISTS. ONE FOR NON-SCHEDULED DAYS AND ONE FOR BEFORE AND AFTER TOUR. EMPLOYEES HAVE THE OPTION OF SIGNING EITHER, BOTH, OR NONE. MANAGEMENT WILL MAINTAIN WRITTEN RECORDS OF ROTATION SCHEDULE.**

**15 THRU 17. NUMBER OF LIGHT DUTY ASSIGNMENTS
SHALL BE IN ACCORDANCE WITH ARTICLE 13 OF THE CBA.
EMPLOYEE'S BID ASSIGNMENT MINUS PORTION OF DUTIES HE/SHE CAN'T PERFORM WILL BE HIS/HER BID ASSIGNMENT SUBJECT OF GENERAL PROVISIONS OF ARTICLE 13 OF THE CBA.**

**18. ASSIGNMENTS TO REASSIGN WITHIN AN INSTALLATION
SHALL BE CONSISTENT WITH THE CBA.**

**19. EMPLOYEE PARKING SPACES
PARKING WILL BE PROVIDED TO CLERK AND MAINTENANCE EMPLOYEES AS SPACE PERMITS. THIS WILL BE ON A FIRST COME FIRST SERVED BASIS.**

**20. ANNUAL LEAVE TO ATTEND UNION ACTIVITIES
ANNUAL LEAVE OR LWOP TO ATTEND UNION FUNCTIONS, REQUESTED PRIOR TO THE DETERMINATION OF THE CHOICE VACATION SCHEDULE, UP TO ONE EMPLOYEE WILL NOT BE PART OF THE TOTAL CHOICE VACATION PERIOD.**

**21. OTHER ITEMS SUBJECT TO LOCAL NEGOTIATION.
TO APPLIED ACCORDING TO CBA LANGUAGE**

**22. LOCAL IMPLEMENTATION OF THIS AGREEMENT
TO BE ADOPTED AS SPECIFIED IN THE NATIONAL AGREEMENT.**

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**WE THE UNDERSIGNED AGREE TO THIS LOCAL MEMO OF
UNDERSTANDING IN ROCKLAND, ME.**

DATE _____ **FOR THE USPS, ROCKLAND, ME.**

DATE _____ **ALLEN CHAMBERS, DESIGNATED AGENT FOR
APWU LOCAL 458**

ROCKLAND

The presently effective Memorandum of Understanding is carried forward and shall remain in effect during the term of the 2006 Agreement.

Postmaster

John S. Miller 10/2/07

Craft Director

Christopher Olman