

LOCAL MEMORANDUM OF UNDERSTANDING

SACO

1. Additional or longer wash-up periods

Reasonable wash-up time will be granted to those employees who perform dirty work or work with toxic materials.

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

Employees will have a rotating schedule

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

Such conditions include, but are not limited to severe snowstorms, ice storms, hurricanes, bomb scares, or extremes in temperature. Safety of the public and employees will be given primary importance in making a decision to curtail operations. This decision will be made by the Saco Postmaster 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

Choice leave selections will be made by seniority.

Selections will be made no earlier than the start of the leave year and will be concluded no later than February 28th.

The Postmaster or Designee will return a copy of the leave request (PS 3971) to the employee, annotated approved or disapproved within 72 hours of the February 28th date.

5. Duration of the choice vacation period

The choice vacation period will run Memorial Day through Labor Day.

6. Vacation Start Date

Vacations will begin on Monday and end on Sunday

7. Whether employees at their option may request two selections during the choice vacation period

Only one selection will be made at the Saco office

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

Jury duty will not be charged to the choice vacation period.

Attendance at State and National Conventions will be charged to the choice vacation period.

9. Number Permitted on Vacation

One (1) person

10. Vacation Notices –The issuance of official notices to each employee of their approved schedule.

Employees will be notified of their approved choice vacation schedule by approved and returned (PS 3971's). Leave slips to be submitted in duplicate.

11. Leave Year Notice – Determination of the date and means of notifying employees of the beginning of the new leave year.

The Postmaster will notify employees by posting notice of the new leave year once published in the postal bulletin.

12. Non-Choice – The procedures for submission of application of annual leave during other than choice Vacation period.

Application for other (incidental) leave will be submitted in duplicate to the Postmaster on a PS 3971 and considered for approval, disapproval on a first come first serve basis. One person shall be allowed off, more than one shall be at the discretion of the Postmaster. Employees are required to date all submitted leave requests for Non-choice vacation requests. Requests for incidental leave may not be submitted earlier than (90) days in advance of the date being requested. Exceptions to the 90-day policy will be at the discretion of the Postmaster. The Postmaster or Designee will return a copy of the leave request (PS 3971) to the employee, annotated approved or disapproved, within 72 hours of receipt. Failure of the Postmaster or Designee to return the leave request within the time limits outlined above does not constitute an automatic approval of the Leave request.

13. Holiday Scheduling-The method for selecting employees

to work on a holiday

Holidays are not worked in this office

**14. Overtime desired lists- whether overtime desired lists in Article 8 shall be by section and /or tour
Installation wide one section**

15/16/17: Determination/Selection of limited/light

Duty assignments

The parties will be guided by provisions of the National Agreement

18. Sections for Reassignment – The identification of assignments comprising a section, when it is proposed to reassign within an installation employee excess to the needs of a section

For the purpose of reassignment, the office will be considered the section.

19. Parking Spaces-The assignment of employee parking spaces.

Parking is on Postal Property

20. Union Leave- 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 to attend Union activities requested prior to the determination of the choice vacation period will be part of the total choice vacation plan.

This Memorandum of Understanding was entered into on March 9, 1999 – between representatives of the United States Postal Service and the American Postal Workers Union – This LMOU has been continued through the 2006-2010 contract years.

Postmaster

Craft Director
