

LOCAL MEMORANDUM
OF
UNDERSTANDING
SANFORD

1. Additional or longer wash up periods

Wash up time will be allowed in reasonable amounts.

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

All clerks in the Sanford Post Office will have fixed days off.

3. Guidelines for emergency conditions

Management shall exercise reasonable judgment in the curtailment and/or termination of postal operations with due consideration to orders of local authorities or as local conditions warrant because of emergency conditions. The decision to curtail operations is retained at the level of the Installation Head; or his/her designee during absence. Management will keep the Union abreast of status of emergency plans.

4. Local Leave Program

- A.** Beginning the first week in February, each clerk will be given the opportunity to bid, on the basis of seniority, for his/her selection for the Choice Vacation Period. Each employee will be given five days to make their selection. The Shop Steward of the clerk craft will be responsible to enforce the five day limit. The employee will submit a Form 3971 to indicate his/her choice, and in duplicate if he/she wishes a copy. The shop steward will then submit the posted vacation schedule and return the employee copy. The Shop Steward will then enter the time on the enclosed vacation schedule and pass it along to the next senior employee. Once selections have been made, no bumping will be allowed.
- B.** All application for Choice Leave will be approved or disapproved within 72 hours from date of submission. If the Form 3971 is not returned within 72 hours, the leave request is automatically granted.
- C.** The number of people allowed off during the Choice Vacation Period shall be based on the number of authorized positions as Of the first day of the leave year rather than on the actual number working.

D. Day to day requests for leave shall be considered on a first come, first serve basis, with seniority deciding any conflict.

1. Requests for annual leave for one day only cannot be submitted more than 30 days in advance.
2. Requests for annual leave for more than one day but less than one week cannot be submitted more than 60 days in advance. Requests for whole weeks may be submitted anytime.

5. Duration of Choice Vacation Period

The duration of the Choice Vacation Period shall be from the first Monday in May to the last day in November.

6. Beginning Day of Employee's Vacation Period

The beginning day of the employee's vacation week will begin at 12:01 A.M. on Monday of the schedules week off.

7. Whether Employee's may request two selections for Vacation.

Employee's may select two selections during the Choice Vacation Period. Subject to Article 10, National Agreement.

8. Jury Duty – National and State Conventions

Jury duty and attendance at National and State Union Conventions Will not be charged to the Choice Vacation Periods.

9. Number of employee's to receive leave during Choice Vacation Period.

The number of employees allowed off during Choice Vacation Period will be 13.5% of the number of authorized positions as of The first day of the leave year, or minimum of one clerk employee. Fractions of below .5 will be rounded down.

10. Official Notice of Vacation schedule approval.

Employees will be notified of their approved vacation schedule by The return of their copy of Form 3971, and/or by the posting of the Vacation schedule no later than 72 hours after the completion of the selection period.

11. Notice of the beginning of the leave year.

Article 10, Section 4A

12. Application for leave for other than choice time.

- A. Request for leave other than choice vacation time will be on a First come, first serve basis by seniority. In the event that more than one employee submits a leave request for the same day, seniority will rule.
- B. Request for Annual Leave for one day cannot be submitted more than 30 days in advance.
- C. Request for Annual Leave for more than one day but less than one week cannot be submitted more than 60 days in advance.
- D. Requests for Annual Leave for whole weeks may be submitted any time. All applications for leave will be approved or disapproved within 72 hours of receipt.

13. Method of selecting employees for Holiday Work

Per Article 11 of the National Agreement.

14. Whether Overtime Desired Lists shall be by section or Tour.

The overtime desired list shall be by section (one section installation wide.) The overtime desired list will be categorized by two check off columns. The first column would be for those clerks who desire to be called for overtime only on their non-scheduled day. The second column would be for those clerks desiring to work any overtime.

15. Number of Light Duty Assignments

Due to the size of the office, there shall be no specific job to be considered as a light duty assignment.

16. and 17. Light Duty Assignments

Light duty work will be assigned in accordance with Article 13, Giving first consideration to the employee's own work assignment.

18. Assignments Comprising a Section

One section installation wide.

19. Assignments of Employee Parking Spaces

As no problem currently exist at the Sanford Post Office with relation to parking spaces, negotiation of a parking policy will be deferred until a problem is determined to exist.

20. Leave for Union Activities

- A. Annual leave to attend Union activities requested prior to determination of the choice vacation schedule will not be counted toward the total number of employees off, but will be limited to one.
- B. To the extent possible, occasional leave for one employee to attend Union activities will be granted when requested after determination of choice vacation schedule.

21. Local Items

- A. The Postmaster shall post and furnish a copy of an updated seniority list to the Local Union on an annual basis.
- B. When a duty assignment is substantially changed and the change is intended to be permanent, the Union will be consulted as to whether to repost.
- C. No assignment will be reposted when the change in starting time is one hour or less. Cumulative changes in starting times must be considered. The incumbent shall have the option of accepting the new starting time.
- D. The Union shall be consulted if a shorter posting is desired by management.

Postmaster

Clerk Craft Director
