

LOCAL MEMORANDUM OF UNDERSTANDING
Renewed in 2006
WELLS MAINE 04090

1. Additional or longer wash-up periods.

Current practice of reasonable time to be maintained

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

Fixed days

3. Guidelines for the curtailment or termination of Postal Operations to conform to orders of Local Authorities or as Local Conditions warrant because of emergency conditions.

1. Adverse weather conditions

- A. Advanced warnings issued by U.S. Weather Bureau or Local authorities will be evaluated as possible cause for curtailment to allow employees to leave early in advance of the emergency, or remain home instead of reporting.
- B. Liaison to be maintained with U. S. Weather Bureau and Local authorities during adverse weather conditions so That proper evaluation may be made of the extent, intensity, and duration, so that possible curtails may be considered.
- C. Aftermath's of the storm will be given prompt evaluation for consideration of necessary adjustments in service, schedules, transportation, and reporting times.

2. Additional item to be considered in management evaluation.

- A. Local authorities publicized orders.
- B. Cessations of temporarily discontinued, failure to operate, or announcements anticipating any of these conditions, in so far as the affect public transportation.

3. Management evaluation

- 4. A decision is retained at the level of postmaster after consulting with MSC, or in the event he/she cannot be reached, his/her designee to act in his/her stead during his/her absence.

4. Formulation of Local Leave Program.

A. Choice Vacation Period

1. There will be one round with two choices
2. Bids will be posted by the 2nd week of January
3. Awards will be posted by February 15th
4. Confirmation of bids must be made on 3971s for all or part of the time bid by March 1st.
5. All leave after confirmation bids is incidental leave

5. The Duration of the choice vacation period.

Choice period is June through November.

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

For bidding purposes. Vacations shall start on Saturdays and shall run through Friday.

7. Whether employee's at their option may request two selections during choice vacation period, in units of either 5 or ten days.

Employees have the option of selecting their choice vacation as follows;

1. Requesting on choice of 15 continuous days.
2. Requesting two selections in units of either 5 or 10 days

8. Whether Jury Duty & Attendance at National or State Conventions shall be charged to the choice vacation period.

Jury duty & attendance at National or State conventions shall not be charged to choice vacation period. Such employees shall be able to select an additional vacation time.

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

- A. 10% of all clerical employees on the rolls rounded up will be granted leave for choice vacation during the bid period
- B. All other leave will be granted at a first come first serve basis by the same determination. (submission of 3971's)
- C. In cases of day to day leave all slips received by 9:15am will be acted on by seniority.
- D. PTF's must utilize a minimum of 36 hours of leave per week or 6 hours per day. This is subject to review each January by the Postmaster and steward if PTF's hours are reduced.
- E. Approved leave for one week which the employee decided to recind must be completely recinded. If the employee wants to keep part of the week, the employee must re-submit for approval/disapproval.

10. The issuance of Official Notices to each employee of the vacation schedule approved for such employee

Approved vacation slips (PS 3971's) shall be given to employees within 10 days of managements receipt of completed bid sheet when duplicates are submitted.

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

The employer shall, no later than November 1, publicize On the bulletin boards and by other appropriate means, the Beginning date of the new leave year, which shall begin with the first day of the first pay period of the calendar year.
Article 10 sec 4.a

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

- A. Between January 1st and January 15th the following Superweeks may be bid along with vacation bid.
- B. There will be two Superweeks to be bid on at the beginning of the leave year.
 - 1. February school vacation
 - 2. Christmas week (December 26-31)
- C. All other leave refers to Item 9. -this does not apply to December.

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

- A. Part time flexibles and casuals will be utilized to the Maximum extent possible before full time regulars are Required to work. Full time regulars if needed will be assigned voluntarily first on a rotating basis by seniority on their holiday. Next regulars may volunteer by seniority on their non-scheduled day first and then their holiday.
- B. If the Holiday fall during an employee's bid vacation week the employee will not be required to work the holiday unless there is a severe emergency situation.

**14. Whether “overtime desired” lists in article 8 shall be
By section and/or tour.**

One section installation wide.

**15. The number of light duty assignments within each
Craft or occupational group to be reserved for
temporary or permanent light duty assignments.**

None

Both Parties are aware that within the clerical craft, most cases involving ill or injured members of the craft concerns merely Merelt temporary action of not requiring the employee to engage In heavy clerical duties. Such as parcel post, heavy lifting at the Window unit, etc. Therefore, it is agreed that such temporary action will be considered in every instance first without a change in duty hours, for full-time clerks.

For such cases which on proper & acceptable medical evidence the above relief is not sufficient, management will give consideration to detail, as qualified, office type work. In the event of a serious illness or injury, which requires special consideration on an individual basis, the union will be consulted.

The assignment of ill or injured employees in other crafts to duties within the clerical craft is recognized as of great concern to the clerical craft. Management agrees, that before any other assignment is considered, every effort will be made to assign the employee within his/her own craft, and before crossing lines into the clerk craft, the union will be consulted.

**16. The method to be used in reserving light duty
assignments so that no regularly assigned member
in the regular work force will be adversely affected.**

Refer to item 15.

17. The identification of assignments that are to be considered light duty within each craft represented in the office.

Restrictions permitting an employee's own assignment less the restricted duties will be considered his/her light duty assignment.

18. The identification of assignments comprising a section when it is proposed to reassign within an installation Employee's excess to the needs of a section.

One section installation wide.

19. The assignment of employee parking spaces.

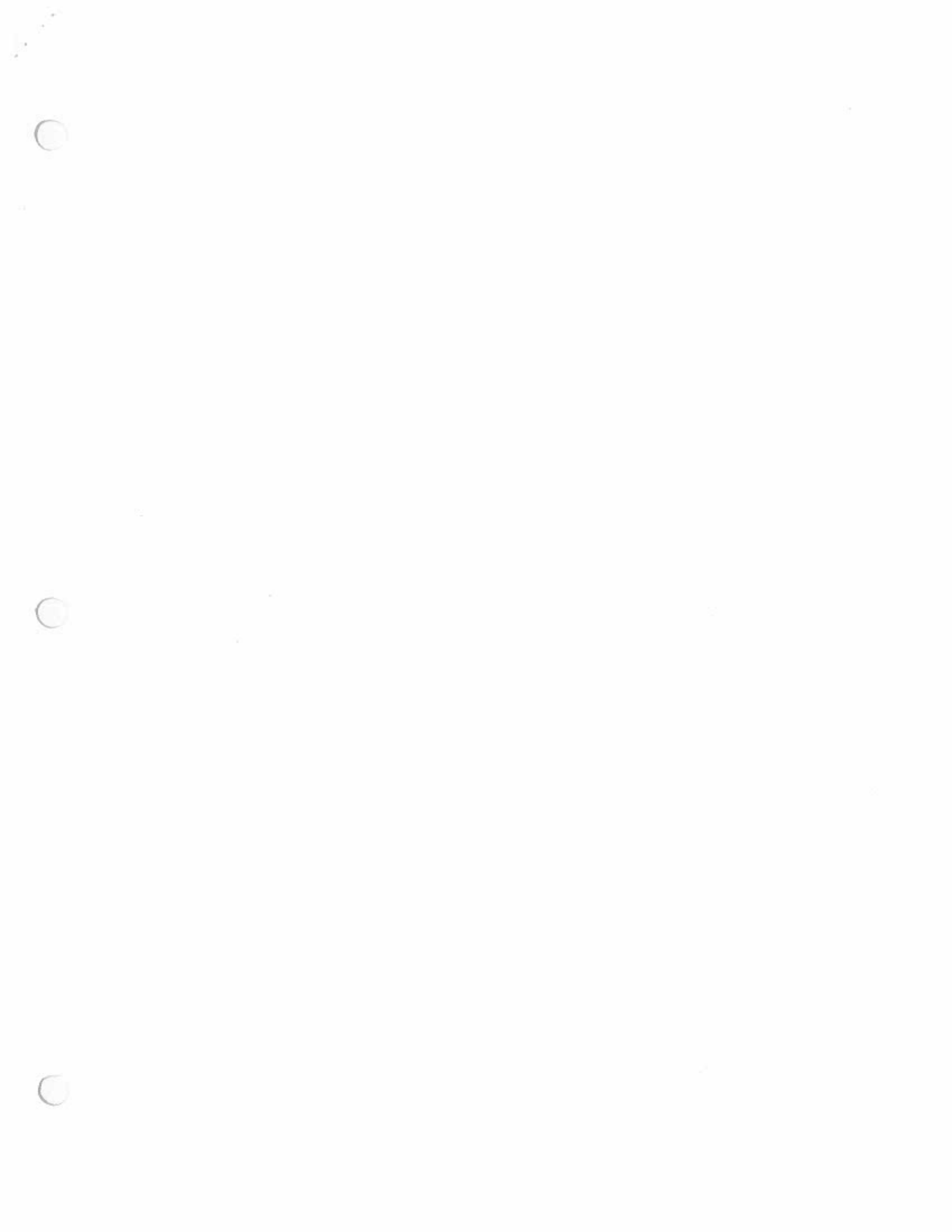
There is no problem with parking.

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

Leave to attend union activities requested prior to posting of bid sheets shall be part of the total choice vacation period.

**Postmaster
Steve DiPalma**

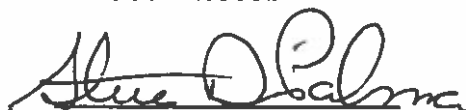
**Craft Director
Chris O'Connor**



WELLS LOCAL

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

Postmaster

A handwritten signature in dark ink, appearing to read "Steve Palma", written over a horizontal line.

Craft Director

A handwritten signature in dark ink, appearing to read "Christopher Olson", written over a horizontal line.