

Alana

**Memorandum of Understanding
Westbrook Post Office
1998-2000**

Item 1. Wash up time
Article 8, Section 9

Item 2. Work week
Continue present system of rotating days off.

Item 3. Emergency conditions
Employees will make every effort to report for work unless notified by the Postmaster or supervisor not to report. It is not within the authority of individual employees to decide when conditions warrant curtailment of service. Postmaster or his/her designated official will authorize curtailment of service upon advice of the National Weather Service and coordinated with Portland Sectional Center officials. If Temperatures inside the building are below 50 degrees or above 90 degrees before 0600, reasonable steps will be taken to rectify the situation by personnel on duty. If the problem cannot be solved, the Postmaster or his/her designated official will be contacted.

Item 4. Leave Program
Vacation list must be submitted to the senior clerk no later than March 1. The list is to be passed on to other clerks according to seniority. The list is not to be kept by any clerk over three (3) calendar days.

Item 5. Choice Vacation Period
The choice vacation period shall be from the first full week in June through the second full week in September. This list will also include Christmas week December 26 through December 31. The employee taking Christmas week must have enough annual leave to cover the whole week and must take the full week.

Item 6. Vacation Week
Choice vacation week shall start on Monday and end on Saturday.

Item 7. Vacation Period
Employees will have a choice of two (2) bid selections; this will also include Christmas week. Once you have made two (2) selections or have selected a total of up to three (3) weeks you are no longer eligible to bid.

Employees who earn thirteen (13) days annual leave per year shall be grant up to ten (10) days of continuous leave. (Up to 3 years service)

Employees who earn twenty (20) days of annual leave per year. (3 years but less than 15 years service), or twenty six (26) days of annual leave per year, (15 or more years of service), shall be granted up to fifteen (15) days of annual leave.

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You may choose your leave period in one of the following options:

1. You may take three weeks in a row.
2. You may take 2 weeks together and then 1 separate week.
3. You may take two separate weeks.

Item 8. Jury Duty

Jury duty shall not be charged to prime vacation period nor shall appointed local delegates be charged to attend State meetings.

Item 9. Number on Vacation

During prime time vacation, 16% of the work force will be off for choice time selected. Other leave during prime time to be granted if and when available by management. Percentage to rounded to the nearest whole number.

Item 10. Notice of Selection

PS form 3971 must be submitted in duplicate at the time of selection on vacation list. Duplicate to be returned to the employee as soon as practical.

Item 11. Leave Year

A notice will be posted on the Union Bulletin board of the Start of the New Leave Year.

Item 12. Annual Leave Applications

All applicants for annual leave, other than choice vacation, must be submitted on form 3971's in duplicate. Approval will be on first come, first served basis. Leave request for same day leave must be submitted by 0800 or postmasters arrival and will be approved on a seniority basis. Clerks whose reporting times are after the Postmasters arrival may be submitted by phone at 0800. (So as to be considered with earlier slips. A minimum of up to 9% of the work force can be on leave at any one time. Percentage shall be rounded to the nearest whole number.

Item 13. Holiday Schedule

Refer to Article 11, Section 6 for scheduling. Leave requests for the day before a holiday must be submitted fifteen (15) days prior to the Actual Holiday.

Item 14. Overtime desired List

The overtime desired list must be posted for the whole office.

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Item 15. Light Duty

Where each individual case may be of a different injury or condition, it is the consensus of both parties that the Westbrook Post Office is not in a position to establish a full light duty assignment. APWU shall be consulted in order to explore ways and means of making adjustments in normal assignments in order to meet the individual cases as they occur. If light duty work involves a member of another craft performing clerk work, the APWU shall be consulted before the light duty assignment begins.

Item 16. Light Duty Effect

Light duty must be used not to adversely affect members of the regular full time force.

Item 17. See Item #15.

Item 18. The identification of assignments comprising a section when it is proposed to reassign within an installation employees excessed to the needs of a section.

Reassignment will be in accordance with the CBA and for this purpose the entire installation is one section.

Item 19. Parking

Management will make every effort to make available one parking space per employee year round at the Westbrook facility.

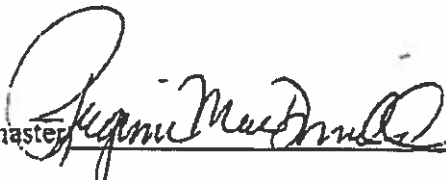
Item 20. Meetings for Unions

Attendance at National or State Conventions for Union business shall not be charged to choice vacation time.


Item 21. As stated in the National Agreement

Item 22. As stated in the National Agreement

Postmaster

 Date 06/23/99

Union Official

 Date 6/23/99