

**Local Memorandum  
Of  
Understanding**

**Windham**

**1. Addition or longer wash up period.**

When an employee performs dirty work, or works with toxic materials, he or she will be allowed reasonable wash up time.

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

Full time regulars will have fixed days off.

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

The decision to curtail or terminate Postal operations at Windham, Maine will be made by the Postmaster of Windham 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.**

The installation head or designee will meet with the APWU in January to determine the employee complement for that leave year. Percentages will then be applied for the choice vacation period. This percentage is seventeen percent (17%) per week of this complement rounded to the nearest whole number.

Bidding will be from February 14 to February 28<sup>th</sup>.

Bids will be awarded by seniority and results posted by March 15<sup>th</sup>.

**5. The duration of the choice vacation period.**

The choice vacation period will run from the first Saturday in June until the third Friday in September.

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

The vacations will begin on Monday and end on Saturday.

**7. Whether employees at their option may request two selections during the choice vacation period, in units of either five or ten days.**

Employees may request two selections during the choice vacation period in units of five (5) or ten (10) days. The total may not exceed what is authorized in Article ten of the CBA.

**8. Whether jury duty or attendance at the National or State**

**Convention shall be charged to the choice vacation period.**

It shall be charged to this period if known in advance. If not known in advance management will make every effort consistent with operational needs to allow one clerk delegate to a convention if elected. A convention delegate or clerk on Jury duty will be allowed another vacation from unbid time if such duty causes them to lose their vacation.

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

Seventeen (17%) of the career complement as stated in Item four (4) shall be allowed off weekly on annual leave during the choice vacation period. This will be rounded to the nearest whole number with 1.5 rounded to two.

**10. The issuance of official notice to each employee of the vacation schedule approved for such employee.**

By duplicate copy of PS form 3971

**11. Determination of the date and means of notifying employees of the beginning of the new leave year.**

By official notice the beginning and end of the leave year will be posted by management.

**12. The procedure for submission of applications for annual leave during other than the choice vacation period.**

Request for all incidental annual leave will be submitted by duplicate PS form 3971 no earlier than thirty days before time requested. Leave will be approved or disapproved on first come first served basis based on operational needs. Conflicts will be resolved by seniority. Such requests will not be unreasonably denied.

Exceptions to this thirty (30) day notice limitation may be granted on a case by case basis. In such instances the union will be consulted.

**13. The method of selecting employees to work on a Holiday**

As stated in article eleven of the CBA

**14. Whether "overtime desired list" in article 8 shall be by section and/or tour**

Two selections consisting of Main Windham Office and the South Windham Branch.

List in each section will have the option of workdays only, days off only, or anytime.

List will be rotated separately for workdays overtime and day off overtime.

**15.- 16. -17:**

Light duty will be granted subject to the language in article 13 of the CBA

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

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

**19. The assignment of employees parking spaces.**

Parking spaces in excess of the needs of the USPS will be open to craft employees on a first come first serve basis.

**20. 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 choice vacation plan.**

Annual leave or lwop approved to attend union activities prior to the granting of the choice vacation period will be counted in the percentage provided for in Item (9) of this memorandum.

**21.-22.**

**The language in the CBA will govern these items involving seniority, reassignment, and posting of assignments.**

**Agreed to extend this LMOU through the 2010 APWU contract**

**Postmaster**

**Craft Director**

 Steven M. Conley OIC



U.S. POSTAL SERVICE  
765 ROOSEVELT TRAIL  
WINDHAM, ME 04062-9998

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