

## MEMORANDUM OF UNDERSTANDING

*BETWEEN NALC 828 AND USPS BEDFORD IN*

*April 30, 2013*

**Item 1:** Article 8 section 9 provides reasonable wash-up time for letter carrier who performs dirty work.

**Item 2:** All letter carrier routes in the Bedford Post Office shall be on a rotating days off schedule. The work week runs from Saturday through Friday.

**Item 3:** *The Bedford Post Office shall comply with all request by local (city and county), state and federal officials in regard to any emergency that may be an endangerment to life or limb of the people in the affected area.*

**Item 4:** Formulation of local leave program.

1. *Vacation schedules shall be posted on the first Monday of January and continuing for the duration of this contract. Posted schedules shall show the seniority of each employee.*

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

1. The choice vacation shall begin on the first Monday of the first pay period of the leave year and remain for the entire leave year

**Item 6:** The determination of the beginning of any employee's vacation period.

1. Letter carriers will start their vacations on a Monday and return to work on Monday following their vacation, unless that Monday is a holiday or a non-scheduled workday; in which case they will return to work on the Tuesday following the end of their vacation.

**Item 7:** Whether employees (*including CCA's, PTF's, and Regular*) at their option may request two selections during the choice vacation period, in units of either 5 or 10 days.

1. There will three rounds of bidding by seniority. The first round of bidding: an employee may request two (2) selections of one week or two consecutive weeks ten (10) days and (1) week; not to exceed fifteen (15) days. The second round of bidding shall start immediately after the close of the first round. Bidding on the second round will follow the same format as the first round. The third round of bidding shall start immediately after the second round of bidding has closed. Any remaining leave may be bid in full week increments. Third round closes after junior carrier has made his or her bid.

**Item 8:** Whether jury duty and attendance at National or State Conventions shall be charged to the choice vacation period.

1. Jury duty will not be considered as part of the quota of carriers off during the choice vacation period.
2. A carrier attending a National or State convention during the choice vacation period will be counted in the number of carriers scheduled off during that period.
3. *A carrier on Jury duty or attending a National or State convention will be allowed another selection during the choice vacation period.*

**Item 9:** Determination of the number of employees (*including CCA's, PTF's, and Regular*) who shall receive annual leave each week during the choice vacation period.

1. Management shall allow two (2) carriers off in any one week *except for the period between the last Saturday before December 16 and December 25. During this time period (1) carrier shall be allowed off under the rules of the choice vacation period.*

**Item 10:** Each carrier craft employee will submit, following final selection of his or her choice (and non-choice, where applicable) vacation period(s), Form 3971 in triplicate, filling in all applicable items. A copy signed by the supervisor will be returned immediately to each carrier craft employee stating copy has been received. A second copy shall be returned to the carrier within (3) days showing that the vacation has been approved or denied.

**Item 11:** The employer shall, no later than December 1, publicize on bulletin boards and by other appropriate means the beginning of the new leave year, which shall begin with the first day of the first full pay period of the calendar year.

**Item 12:** Carriers requesting incidental annual leave must submit Form 3971 no earlier than (30) days in advance by the close of business. Supervisors will indicate on the Form 3971 the date and time it was submitted. Management will reply within 3 days following the submission of Form 3971. Daily leave and leave in advance shall be granted on a seniority basis.

**Item 13:** Work on a holiday- pecking order:

- 1) Part Time Flexibles
- 2) All full time employees who have volunteered to work their holiday or designated holiday by seniority
- 3) *City Carrier Assistants*
- 4) All full time employees who have volunteered to work their non-scheduled day-by seniority
- 5) Full time regulars who do not volunteer on what would be their holiday or designated holiday--by inverse seniority
- 6) Full time regulars who do not volunteer on what would otherwise be their non-scheduled day-by inverse seniority.

**Item 14:** ODL list. Overtime desired lists will be by sections as defined in the Memorandum of Understanding.

**Items 15, 16, & 17:** Article 13, Sections 3.A and 3.C

**Item 18:** Article 12, Section 5.C, Reassignment within an Installation of Employees Excess to the Needs of a Section.

**Item 19:** *Parking spots will be on a first come first serve basis.*

**Item 20:** Annual leave to attend Union activities requested prior to the determination of the choice vacation schedule will not be a part of the choice vacation period.

**Item 21:** Carriers shall have two 15 minute rest breaks per day. One in the morning and one in the afternoon.

**Item 22:** a) Notice inviting bids shall be posted on an installation-wide basis and in compliance with Article 41.

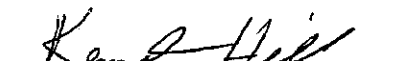
b) Notices shall be posted for five (5) business days. Letter carriers shall make their bids in writing to the manager in charge by 9:00 a.m. on the final day. A steward or other union representative shall be present when the bids are opened.

c) Letter carrier assignments shall be posted when there is a change of more than one (1) hour.

d) Article 41, section 3.O When a letter carrier route or full-time duty assignment other than the letter carrier route(s) or full-time duty assignment(s) of the junior employee is abolished at a deliver unit as a result of, but not limited to, route adjustment, highways, housing projects, all routes and full-time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose route(s) or full-time duty assignment was abolished shall be posted for bid in accordance with the posting procedures in this Article.

Signed April 30, 2013

  
Shelli Warren, OIC Bedford

  
Kenneth Hill President NALC 828