

2016-2019

**LOCAL MEMORANDUM OF
UNDERSTANDING**

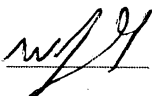
BETWEEN

**UNITED STATES POSTAL SERVICE
BELLEVUE, OHIO**

AND THE

**NATIONAL ASSOCIATION OF LETTER
CARRIERS, BRANCH 100 TOLEDO, OHIO**

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Listed below are those of the 22 items referred to in Article 30 of the National Agreement which were mutually agreed to by both parties.

ITEM 1 Additional or longer wash up periods.

Additional or longer wash up periods will be governed by Article 8 Section 9 of the National Agreement.

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

All regular carriers will work a regular work week of five days with rotating days off.

(If the employer gets approval to reduce the days of delivery the local parties agree to conduct further negotiations on "Item 2" of this LMOU.)

ITEM 3 Guidelines for curtailment or termination of postal operations to confirm to orders of local authorities or as local conditions warrant because of emergency conditions.

Emergency conditions, such as but not limited to, severe snow and ice and other acts of God will be taken into consideration by management. The safety and health of the employees will be taken into consideration.

ITEM 4 Formulation of local leave program.

A. Exchange of annual leave periods of one week or more may be permitted only with the approval of the postmaster and the union.

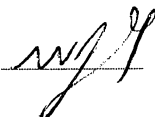
B. All cancellations received at least 10 days prior to the annual leave during the choice vacation period shall be reposted for 3 days as soon as possible after management is notified in writing. Bidding will begin with the employee junior to the employee canceling the leave then, return to the top senior employee down.

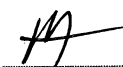
C. If requested, carriers will be granted the day off on annual leave for any emergency operations for members of his/her immediate family consistent with the National Agreement dependent care leave provisions and the Family Medical Leave Act.

D. Choice vacation period schedule will be passed around by seniority one time in which he/she will have 48 hours to make his/her selections.

E. There shall be allowed one (1) city carrier off on incidental annual leave provided no one is already off on extended leave. (excluding LWOP).

ITEM 5 The duration of the choice vacation period.

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The choice vacation period will be the full leave year on the first time around.

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

Carriers will start their vacations on a Monday and return to work on Monday.

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

Carriers (including City Carrier Assistants), at their option, may request two selections during the choice vacation period in units of either five or ten days, in accordance with leave earned annually.

City Carrier Assistants will select prime time vacation in order of their relative standing immediately after career carriers select prime time vacation. City Carrier Assistants will select non-prime time vacation in order of their relative standing immediately after career carrier select non-prime time vacation.

This provision in no way changes the number of carrier permitted off per week as agreed upon in item 9 of the Local Agreement.

When a cca is approved for a week of annual leave, they must have a leave balance sufficient enough to cover the leave at the start of the week that was requested.

ITEM 8 Whether jury duty and attendance at National or State Convention shall be charged to the choice vacation period.

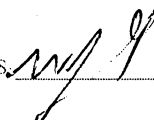
Letter Carriers on jury duty are to be governed by the National agreement, Article 10, Section 3F.

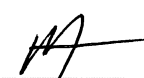
ITEM 9 Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.

There shall be one (1) carrier off on annual leave each week during the choice (primetime) vacation period.

ITEM 10 The issuance of official notices to each employee of the vacation schedule approved for him.

- (a.) Approved vacation periods will be posted to a master chart showing all approved carrier vacations. Employees will submit form PS 3971 for all vacations. Carriers may request a duplicate PS 3971 to be returned within 48 hours.

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- (b.) Management will have two days to sign and return a duplicate PS 3971 if disapproved.

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

No later than November 1st of each year, management will notify all carrier craft employees of the beginning of the new year. This information will be posted on the bulletin board and one service talk will be given.

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

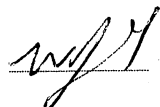
- (a.) Once choice (primetime) bidding is over there will be a second round for non-choice. The second time around the whole leave year will be considered non-choice. It will be passed around one (1) time by seniority and shall allow one (1) carrier off on all available open weeks. Carriers must have enough annual leave to cover the total of all choice (primetime) leave and non-choice together.
- (b.) All other leave will be considered incidental leave and may be granted on a first come first serve basis with seniority as the tie breaker for incidental leave submitted on the same day. The carrier must have enough leave to cover the total of all choice (primetime) and incidental leave together.
- (c.) Requests for incidental annual leave will be submitted on duplicate PS 3971's no earlier than 60 days in advance and no later than the Tuesday prior to the service week in which the annual leave is desired. Preference will be by seniority on the date received.
- (d.) All carriers will select enough leave to get down to the maximum amount of annual leave allowed to be carried over to the next year.
- (e.) Management will have two (2) days to sign and return a duplicate PS 3971 if disapproved.
- (f.) A carrier cannot have more than four (4) approved PS 3971's of incidental leave at one time.

ITEM 13 The method of selecting employees to work on a holiday.

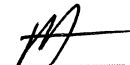
The following order will be used for holiday scheduling:

- (a.) All full time regular employees who possess the necessary skills and have volunteered to work their holiday or their designated holiday by seniority.

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- (b.) All PTF's to the extent possible, even if payment of overtime is required.
- (c.) City Carrier Assistants,
- (d.) All full time regular employees who possess the necessary skills and have volunteered to work their non-scheduled day by seniority, even if the payment of overtime is required.
- (e.) Full time regulars who have not volunteered to work on what would otherwise be their non-scheduled day by juniority.
- (f.) Full time regulars who have not volunteered to work on what would otherwise be their holiday or their designated holiday by juniority.

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

The overtime desired list will be office wide in the carrier craft.

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

If a need for a temporary light duty assignment should arise it shall be in accordance with the National Agreement Article 13.

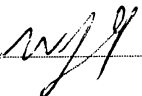
ITEM 21 Those other items which are subject to local negotiations as provided in the craft provisions of this agreement.

- (a.) All carriers at the delivery unit at Bellevue OH must receive two ten minute breaks on street time, one in the morning and one in the afternoon. These breaks will be recorded on PS 1564A for all letter Carriers.
- (b.) When a letter carrier route or full time duty assignment (s) of the junior employee (s), is abolished at a delivery unit as a result of, but not limited to, route assignments, highway, 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 (s) was abolished shall be posted for bid in accordance with the posting procedures in this article.

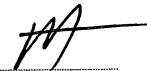
ITEM 22 Local implementation of this agreement relating to seniority, reassignments and posting.

- (a.) A new or reassigned carrier or flexible carrier shall be trained on the case and on the street by the regularly assigned carrier of the route if possible, if not, then the T-6 assigned to the route.

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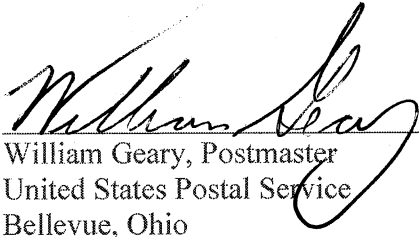
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(b.) Posting procedures will conform to the National Agreement, Article 41.

(c.) A full-time regular carrier called in to work on a non-scheduled day shall work his or her full-time duty assignment provided there is an open or opted route on the string to which the T-6 carrier may be assigned. Otherwise the carrier working on a non-scheduled day will be assigned where needed.

This Memorandum of Understanding is entered into on November 2, 2017 at the Bellevue, OH 44811 between the representatives of the United States Postal Service and the designated agent of the National Association of Letter Carriers Branch 100, pursuant to the local implementation provisions of the 2016 National Agreement.



William Geary, Postmaster
United States Postal Service
Bellevue, Ohio



FOR Mike Hayden, President
Branch 100 Toledo, OH

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