

**United States Postal Service - Columbus, Ohio**

# **LOCAL MEMORANDUM OF UNDERSTANDING**

**American Postal Workers Union – Columbus, Ohio  
Local 232 AFL-CIO**

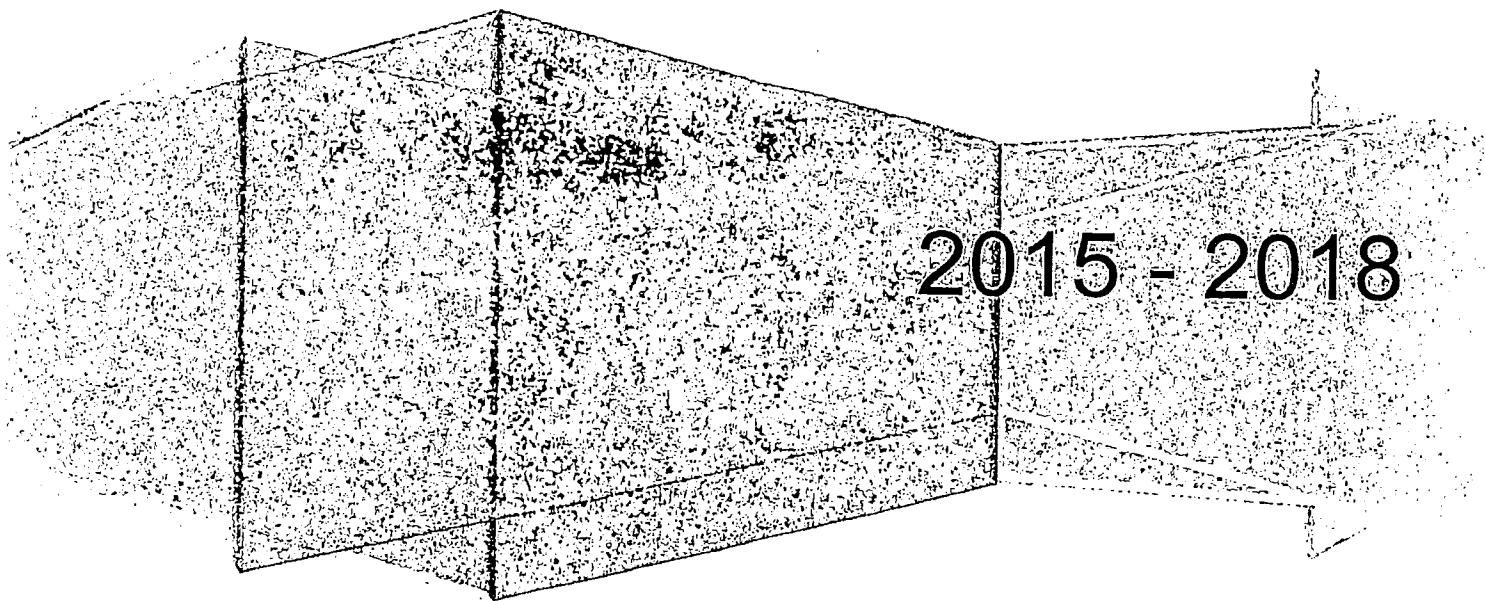


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ARTICLE 8  
HOURS OF WORK

(Article 30, Item 1) – WASH-UP TIME

Article 8, Section 9 provides reasonable wash-up time for an employee who performs dirty work. Any employee should be granted such time as is reasonable and necessary for washing up after performing dirty work and/or handling toxic material

(Article 30, Item 2) – THE ESTABLISHMENT OF A REGULAR WORKWEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF

The regular workweek of five (5) days for a full-time regular employee will be with fixed days off.

ARTICLE 14  
SAFETY AND HEALTH

(Article 30, Item 3) – CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS

The APWU Head will be so advised.

Reasonable consideration shall be given, but not limited to, such conditions as:

1. The safety and health of the employees
2. Civil Disorders
3. Acts of God
4. Hazardous weather conditions
5. Advice of local authorities

Postal operations will not be curtailed or terminated at the Post Office unless the Installation Head determines the local conditions so warrant. The orders of local authorities will be considered in determining the extent to which the United States Postal Service will be curtailed.

Management shall notify the employees at the earliest possible time of curtailment or termination of postal operations. Such notification will be by available public media, such as radio or television.

In those instances where operations are curtailed or terminated as set forth above, the employer shall apply the currently leave policy.

Management will notify employees via P.A. announcement prior to the end of their tour of any known local weather hazards.

Unscheduled leave used due to inclement weather will not be held against an employee for disciplinary purposes provided the absence is shown to be justified and acceptably documented, or substantiated.

Inclement weather shall be considered as level (3) snow emergencies, tornadoes, floods, and acts of God that directly affect the employee's geographic residential area. Each situation will

(Article 30, Item 3) – CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS (continued)

be reviewed on a case by case basis, including delays in reporting due to level (2) snow emergencies.

The employee is required to notify USPS in accordance with ELM procedures.

ARTICLE 10  
LEAVE

(Article 30, Item 4) – Formulation of Local Leave Program

- A. APWU Officers and Stewards may be extended either annual leave or leave without pay, at the option of the officer or steward, for APWU business.
- B. APWU members may request annual leave, LWOP, or revised schedule (four (4) hours maximum) subject to approval by management, to attend an APWU meeting which is scheduled during the member's tour of duty. The first preference shall be given to duly elected or appointed officers of the APWU.
- C. An employee, upon request one week in advance, will be granted one day annual leave on his/her birthday. If the employee's birthday falls on his SDO he/she will be excused from overtime, provided the employee submits notification, at least one (1) week, in advance. In the Maintenance Craft, if an employee's birthday falls on a day when he/she will be in Technical training, the employee will be allowed to take another day of annual leave two weeks prior to, or within two weeks after their training, provided the request is made at least two weeks in advance.
- D. Union Leave requested prior to tour shall not be call "unscheduled absences" in cases of an officer of the APWU being on Union Business, provided the Postal Service has been properly notified.
- E. Upon completion of a training assignment, maintenance employees shall have the option of requesting leave, as they have in the past.

In order to use the same method of administering requests for annual leave on all Tours, the following procedure will be followed:

Whenever an employee submits a 3971 for annual leave to his immediate supervisor or relief, a decision should be rendered immediately. In some instances, it may be advantageous for various reasons to delay the decision. If this is necessary, the employee must be informed as soon as practicable, but in no instance later than 48 hours after receipt of 3971. Failure to inform the employee within the stated period, would be considered by the employee as tacit approval, and disciplinary action for the resultant absence will not be taken. Refer to Item 12. D for 3971 submission procedures.

The time period for tacit approval of incidental Annual Leave (48 Hours) begins with the signing of "notified" block of P.S. 3971 by the Supervisor.

(Article 30, Item 4) – FORMULATION OF LOCAL LEAVE POLICY (continued)

In detached Finance Units where Supervisors are normally not available, the employee will call a Supervisor or Manager at the Station/Branch which Finance Unit is assigned, to notify them of their request for annual leave. A FAX will be sent where available. The 3971 will then be sent via the registered pouch to the unit Supervisor. The 48 hour clock for tacit approval will begin at the close of business (COB) of day submitted.

When an employee applies for leave on the same day that he desires to take the leave and cannot be immediately notified of approval or disapproval, he/she should be notified no later than one (1) hours in advance of the requested departure time. Failure to inform the employee in writing (disapproval of P.S. 3971) within the stated period, will be considered tacit approval of the leave and no disciplinary action will be taken for any resulting absence. Leave must be requested no less than 3 hours prior to departure time, and in accordance with 12.D, P.S. 3971 must be submitted in triplicate to the employee's immediate supervisor.

POOL CLERKS (only):

It is agreed that any reference to immediate supervisor, relief, or manager under "LEAVE", Art. 30, Item 4, for the purpose of requesting incidental annual leave, means:

1. Immediate supervisor, relief or manager at their station assignment, for day to day annual.
2. The Manager of Customer Service, MOCU, for periods greater than three consecutive days and for annual scheduled more than two weeks in advance.

VACTION LEAVE

(Article 30, Item 5) – DURATION OF VACATION PERIOD

Application for vacation leave shall be made available on January 2<sup>nd</sup> of each year; (for maintenance craft only, application for vacation leave shall be made available by January 2<sup>nd</sup> of each year); by section, and shall identify the service weeks available to employees during the choice vacation periods. The allotted number of vacation slots will be shown on the schedule.

MAINTENANCE:

Selection and granting shall be by seniority and shall be completed and posted by February 1<sup>st</sup>.

The choice vacation period will be from February 1, through the last full week in November.

CLERK CRAFT:

Selection and granting shall be by seniority and shall be completed and posted by February 15<sup>th</sup>.

The choice vacation period will be from February 1<sup>st</sup> through October 31<sup>st</sup>. In addition, the week of Thanksgiving and the period of December 25 through January 1 will also be choice vacation period.

(Article 30, Item 5) – DURATION OF VACATION PERIOD (continued)

**MOTOR VEHICLE CRAFT:**

Selection and granting shall be by seniority and shall be completed and posted by February 1<sup>st</sup>.

**The choice vacation period will be from February 1 through the first full week of December.**

**ALL CRAFTS:**

All employees will select at the time of signing their roster, their selections of 5, 10 or 15 days. Selections must be made by seniority, at time roster is circulated. PSE employees must have sufficient annual leave to cover this vacation period at the scheduled time or they will forfeit the period.

Failure to make a selection within the time period prescribed above, shall not disqualify the employee from a vacation period, but limits his/her selections among those left on the vacation schedule.

Employees by seniority, not available to sign the roster for choice vacation periods, shall be notified that they have the right to exercise that option for a first choice. A reasonable attempt shall be made to reach the employee by telephone or mail. This shall be a joint effort by Management and the Union. If these efforts are unsuccessful, the person will be by-passed.

Employees transferring from one section to another as a result of bidding, shall carry their selected time of leave to their new assigned section.

After the vacation schedules have been posted, employees may apply for vacant periods on the vacation schedules on P.S. Form 3971. These applications shall be in accordance with provisions set aside in Item 12.

**There will be a second pass of the schedule for employees to select, at their option, the remainder of their yearly earned vacation in full week increments, up to the percentages allotted. Any remaining weeks in the months of July and August, which are not selected during the first pass, will be blocked from selection during the second pass for the Clerk Craft.**

**All APWU represented employees at the Columbus Installation will have the opportunity to select their yearly earned vacation, up to the percentages allotted, within the rounds of selection. Every effort will be made to accomplish this task by the specified time of February 1<sup>st</sup> (Maintenance and Motor Vehicle Craft) and February 15<sup>th</sup> (Clerk Craft) of each year by both Craft and Management.**

**Employees must have sufficient annual leave to cover their choice vacation selections. Insufficient annual leave balance will be deemed to void their vacation selection in increments of a normal workday (usually 8 hour periods, possibly less for part-time regular employees based on their normal hours per workday).**

**All selections during both first and second passes will be made during the choice vacation period. All leave outside the choice vacation period will be in accordance with Item 12.**

(Article 30, Item 6) – THE DETERMINATION OF THE BEGINNING DAY OF THE EMPLOYEE'S VACATION PERIOD

The beginning day of an employee's vacation period will be the first day of the employee's basic work week.

(Article 30, Item 7) – WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5, 10 OR 15 DAYS

Employees at their option, may request either one (1) selection of fifteen (15) consecutive days or, two (2) selections of either, five (5) or ten (10) days as a first choice during the choice vacation period pursuant to Article 10 Section 3.D of the National Agreement.

(Article 30, Item 8) – WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD

Jury Duty, National, State or Regional Conventions shall not be charged to the choice vacation period. The affected employee shall have a choice of an alternate vacation during choice vacation period, provided this does not deprive any other employee of first choice for vacation.

(Article 30, Item 9) – DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD

Of those who apply, vacation will be granted to the following percent of the employees in each section during each week of the choice vacation period by "Section (as defined in Item 14)" and skills required.

CLERK CRAFT:

February 12%	March 12%	April 14%	May 14%	June 16%	July 16%
August 16%	September 14%	October 12%			
Thanksgiving Week 12%		December 25 – January 1, 10%			

MAINTENANCE CRAFT:

February 12%	March 12%	April 12%	May 15%	June 15%	July 16%
August 16%	September 12%	October 12%	November 12%		

Maintenance Craft Employees shall be selected by Tour, Occupational Group, Level and Principle Assignment Area.

(Article 30, Item 9) - DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD (continued)

**MOTOR VEHICLE CRAFT:**

Each Motor Vehicle Craft sections shall be allowed 16% of the employees off during the choice vacation period. For purposes of determining the number of employees permitted off under this percentage any number.5 or more will be rounded up to next whole number.

For VMF vacation selections only, there will be a vacation list for each tour.

**ALL CRAFTS:**

After the vacation schedule has been approved, it will not be the sole determining factor in granting of day to day annual leave.

Fractions, .5 and above will be rounded up to the next person.

(Article 30, Item 10) - THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE

- A. The completed vacation schedules, when posted in each unit and signed by management, with one copy to be given to the union, shall be the notice of approval of employee's selections during the choice vacation period. Form 3971 will be turned into the employee's supervisor up to two (2) weeks prior to the beginning of their vacation.
- B. After November 1, and no later than the second week in December, the employees shall be informed in a service talk, the methods to be used in selecting choice vacation periods.

(Article 30, Item 11) - DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR

Employees will be notified of the beginning of the new leave year, by notices posted on the Official Bulletin Board and Order Book in the postal installation, including Stations and Branches, by November 1<sup>st</sup> of each year.

(Article 30, Item 12) - THE PROCEDURE FOR SUBMISSION OF APPLICATION FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD

- A. Annual leave will be granted on first-come, first served basis
- B. All requests for leave will be given individual consideration
- C. All effort shall be made to grant day to day leave to employees applying in advance
- D. Application for annual leave during other than the choice vacation period will be made on PS Form 3971. The employee requesting leave shall fill out the Form 3971 in triplicate and submit them to the immediate supervisor who shall immediately sign and date them in the "signature of supervisor notified" section and return at once to the employee as proof of receipt. The reason for disapproval of any request for annual leave must be indicated in writing, by the disapproving supervisor, on the PS Form 3971.
- E. Each unit will keep a "Leave Book" or "Leave Calendar", available for employee review, documenting employee requests for annual leave.
- F. The Authority to grant incidental annual leave for light duty employee will be the responsibility of the supervisor who the employee will be working for at the time the leave is to be taken.

ARTICLE 11  
HOLIDAYS

(Article 20, Item 13) - THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY

SECTION 1 – HOLIDAY SCHEDULE

The method of selecting full-time regular employees who have volunteered to work on a holiday or a day designated as a holiday, will be by seniority and skill required. The method of selecting full-time employees who have not volunteered to work on a holiday or a day designated as a holiday will be by juniority and skills required.

MAINTENANCE CRAFT

Maintenance Craft Employees shall be selected by Tour, Occupational Group, Level and Principle Assignment Area, by skills required.

Maintenance Holiday sign-up sheets will show the number of employees required to work.

(Article 20, Item 13) - THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY (continued)

SECTION 2 – HOLIDAY WORK

The following sequences for holiday scheduling will apply:

- 1 Full-Time regular employees who have volunteered to work on their Holiday and have the skills required.
- 2 PSE's to the maximum extent, even if overtime is required.
- 3 Full-Time regular employees who have volunteered to work on their regularly scheduled off-day where that day is the holiday or a designated holiday for some other employees and have the skills required. Note: These volunteers do not have to be on the "Overtime Desired List", nor is recourse to said "List" necessary or applicable. In short, the scheduling from this category is independent of Article 8, Section 5
- 4 Full-Time regulars who have not volunteered to work on their holiday and have the skills required.
- 5 Full-time regulars who have not volunteered to work on their regularly scheduled off-day and have the skills required.

Employees requesting to leave early during the holiday period must submit a 3971 to their Supervisor within 2 hours after their begin tour. Employees will be dismissed by using the following pecking order, by seniority and skills required:

- 1 Non-volunteer full-time regulars working their SDO
- 2 Non-volunteer full-time regulars working on their holiday
- 3 Volunteer full-time regulars working on their SDO
- 4 Volunteer full-time regulars working on their holiday
- 5 Full-Time regulars working on their regular scheduled day
- 6 PSEs

Fourteen (14) days prior to the holiday posting date, there will be a meeting on each tour between management and the union, to discuss holiday needs for each upcoming holiday. As many full time scheduled employees as can be spared will be excused from duty on a holiday or day designated as their holiday. The parties will review the light duty assignments to ensure that light duty employees who have been reassigned outside of their bid sections for at least 8 months are included on the appropriate holiday schedules.

For Thanksgiving and Christmas Day only, no more than 40% of the regular scheduled staffing will be scheduled including PSEs. The average staffing for basing the 40% shall be a ten (10) week period beginning the third week of September each year. (This paragraph was addressed in the 2016 period of local negotiations. Management proposed to change this paragraph due to operational changes and unreasonable burden to which through local negotiations, no compromise was made. Management has appealed this Impasse Item to Regional Union/Area Labor for review)

(Article 20, Item 13) - THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY (continued)

POOL CLEKRS (only):

- 1 Pool clerks volunteering to work their holiday and/or associated off days will be given first consideration at their assigned station, after that station's volunteers
- 2 Pool clerks volunteering to work their holiday and/or associated off days, will be given the opportunity to work prior to any city station non-volunteer.
- 3 Non-volunteer pool clerks will work their holiday at their assigned station, only after all other clerks at their assigned station are utilized.

ARTICLE 8  
HOURS OF WORK

(Article 30 Item 14) - WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR

Maintenance Overtime Desired Lists shall be posted by Tour, Occupational Group, Level and Principle Assignment Area.

At their option, a newly promoted Maintenance employee or an employee transferring into the Maintenance Craft, will have up to (5) working days to sign the overtime desired list.

At their option, PSEs converted to regular, will have ten (10) calendar days from their conversion date to submit written request for inclusion on the overtime desired list (OTDL).

Employees will be given a one (1) hour notice of overtime when possible. It is the intent of the parties to provide this notice so as to limit inconvenience and disruption to employees to the maximum extent possible. The parties agree that said notice is not always possible. Issues arising from this provision may be raised through the grievance procedure, at labor management meetings and/or directly with the Manager, Distribution Operations on the Tour.

Exception to the overtime scheduling procedures outlined in Article 8.5.C and D if requested by the employee may be approved by local management in exceptional cases based on equity (e.g., anniversaries, birthdays, illness and deaths.)

CLERK AND MAINTENANCE CRAFTS

There will be three overtime desired lists. For regular scheduled days there will be one list for begin tour overtime and one list for end tour overtime. There will be a third list for off-day overtime. Employees will be allowed to sign up for one, two or all three lists beginning July 2007.

Employees who are out of town on training during the quarterly overtime sign up period will have the right to sign up for the new quarter overtime list within ten (10) days of their return.

MOTOR VEHICLE CRAFT

(Article 30 Item 14) - WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR (continued)

There will be two Overtime Desired Lists. For regularly scheduled days there will be one list for begin tour and end tour overtime. There will be a second list for off-day overtime. Employees will be allowed to sign up for one or both lists.

**MOTOR VEHICLE CRAFT SECTIONS FOR OVERTIME, HOLIDAY AND VACATION SCHEDULING**

**MVS Craft by section by skills required.**

**For VMF employees only, facilities at 850 Twin Rivers Dr. and 2323 Citygate Dr. are separate sections for overtime, holiday and vacation scheduling. VMF will have vacation lists separated by tour.**

CLERK CRAFT Sections for Overtime, Holiday scheduling and Vacation Scheduling:

The following sections will be by tour:

1. Pool Clerks, by skills required
  - a. "Day Off" Overtime:
    - i. Will be given to the ODL pool clerk assigned to the station needing overtime prior to non-ODL station clerks
    - ii. Will be given to the ODL pool clerks prior to any non-ODL city station clerk
    - iii. Non-ODL pool clerks will work overtime, at their assigned station, only after all of that stations' clerks are utilized.
  - b. Begin Tour and End Tour overtime:
    - i. ODL pool clerks will work overtime at their assigned station prior to the stations Non-ODL clerks.
    - ii. Non ODL pool clerks will work overtime at their assigned station, only after all of that station's clerks are utilized.
2. Station and Branches – each 5 digit zip code is a section, by skill required
3. **Small Parcel Bundle Sorter/APBS/SPSS**
4. Pouching to include 050, 055, 120, 122, Scan Where You Band Operations, 321, 324
5. **(left blank)**
6. Flat Sorter 100 Machines
7. Manual Flat Unit, Newspapers
8. Universal Sorter/Can Room Mail including returns and USM scan mail
9. Registry Room
10. 030 / 040 / 043 / 044 / 045 / 150 / Tour Office / Label Clerks, by skills required
11. Automation including DBCS / CIOSS, LCREM, DIOSS
12. **(left blank)**
13. Postage Due Technicians
14. Review Clerks, by skills required.
15. PEDC
16. Dock Expeditors
17. Inside Expeditors
18. **(left blank)**
19. **(left blank)**

(Article 30 Item 14) - WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR (continued)

**20. (left blank)**

- 21. Statistical Programs
- 22. Budget and Finance Analysis
- 23. Administrative Support
- 24. Information Systems
- 25. Personnel Services
- 26. Address Management Systems
- 27. In Plant Support
- 28. Retail and Vehicle Programs
- 29. Retail Administrative Clerks
- 30. BMEU
- 31. BSN Operations
- 32. Accountable Papers
- 33. Consumer Affairs
- 34. Mailing Requirements
- 35. Express Mail Services
- 36. Limited Duty Employees are part of the section where they are re-assigned

**37. (left blank)**

- 38. Unencumbered employees are part of the section where they are assigned
- 39. FSS

40. Caller, Service, Firm Box 43218

**41. AFCS**

(Article 30, Items 15, 16 and 17)

**SECTION 1 – LIGHT DUTY ASSIGNMENTS**

When an employee requests light duty, the installation head shall make every effort to assign the employee to light duty work, in accordance with the Provisions of Article 13 of the National Agreement.

Light duty assignments will be no more than thirty (30) calendar days in duration, unless the employee submits acceptable medical documentation indicating that a longer period is mandated. However, when such documentation is presented, management may still require re-certification of the Light Duty status 180 days after receipt of the documentation or at the expiration of the time frame specified by the documentation if less than 180 days.

Provided there are no exceptional additional costs to the Postal Service, consideration will be given to assigning the employee to light duty work within his/her assignment.

If the employee cannot be assigned to his/her usual assignment, he/she may be assigned to the 030/150 units(s), or any assignment within the employee's restrictions, consistent with the provisions of Article 13 of the National Agreement.

(Article 30, Items 15, 16 and 17) continued

## SECTION 2 – LIGHT DUTY ASSIGNMENTS / MAINTENANCE SECTION

Every effort will be made to provide light duty assignments for employees in the maintenance section by occupational group, on an as needed, skills required basis.

Tour and scheduled days off and work availability will meet the needs of the service.

### LIGHT DUTY ASSIGNMENTS

1. Shop or Bench work
2. Hamper repair
3. Dusting (floors and cases)
4. Sign Making
5. Any assignment in the maintenance craft within the employee's restrictions but not to the detriment of any FTR scheduled assignment.
6. Office clerical work

## SECTION 3 – LIGHT DUTY ASSIGNMENTS / MOTOR VEHICLE CRAFT

Within the Motor Vehicle Service Craft, the light duty assignments shall be, but not limited to, wherever possible; washing trucks, pumping gas, and shuttling trucks which the ill or injured employee may be qualified to perform, but not to the detriment of any full-time regular on scheduled assignment.

## SECTION 4 – LIGHT DUTY

The installation head shall show the greatest consideration for career employees requiring light duty or other assignments giving each request careful attention.

All requests for light duty shall be supported by a medical statement in accordance with Article 13, B-1 and 2 of the National Agreement

Every effort shall be made to reassign the concerned employee in accordance with the other provisions of this Local Memorandum of Understanding. After all efforts are exhausted in this area, consideration will be given to reassignment to another craft or occupational group within the same installation. Employees requesting or already working light duty within their own craft will have preference to such craft work over others from outside the craft requesting light duty.

Temporary Light Duty employees reassigned outside of their section will remain part of their bid section for overtime, holiday and vacation purposes. However, if the employee remains on light duty outside of their bid section for a period of 8 months, they will be considered a part of their reassigned section for overtime and holiday scheduling. They must wait until the beginning of a new quarter to be added to the overtime list (i.e. cannot be added in the middle of a new quarter). Vacation selections will remain in their bid section. Recuperated employees returning to their bid sections will return to being a part of their bid section.

## ARTICLE 12

### (Article 30, Item 18) - PRINCIPLES OF SENIORITY, POSTING AND REASSIGNMENTS

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

#### A. CLERK CRAFT Sections for Article 12 Excessing:

1. Station and Branches – each 5 digit zip code is a section

The following sections will be by tour:

2. Pool Clerks by skills required
3. Small Parcel Bundle Sorter/APBS/SPSS
4. Pouching to include 050, 055, 120, 122, Scan Where You Band Operations, 321, 324
5. (left blank)
6. Flat Sorter 100 Machines
7. Manual Flat Unit, Newspapers
8. Universal Sorter / Can Room Mail including returns and USM scan mail
9. Registry Room
10. 030 / 040 / 043 / 044 / 045 / 150 / Tour Office / Label Clerks, by skills required
11. Automation including DBCS / CIOSS / DIOSS / LCREM
12. (left blank)
13. Postage Due Technicians
14. Review Clerks, by skills required
15. PEDC
16. Dock Expeditors
17. Inside Expeditors
18. (left blank)
19. (left blank)
20. (left blank)
21. Statistical Programs
22. Budget and Finance Analysis
23. Administrative Support
24. Information Systems
25. Personnel Services
26. Address Management Systems
27. In Plant Support
28. Retail and Vehicle Programs
29. Retail Administrative Clerks
30. BMEU
31. BSN Operations
32. Accountable Papers
33. Consumer Affairs
34. Mailing Requirements
35. Express Mail Services
36. (left blank)
37. FSS
38. Caller service / FIRM / Box 43218
39. AFCS

(Article 30, Item 18) - PRINCIPLES OF SENIORITY, POSTING AND REASSIGNMENTS  
(continued)

B. MAINTENANCE CRAFT SECTIONS

Sections are by Tour, Occupational Group, and level

C. MOTOR VEHICLE CRAFT SECTIONS

1. Motor Vehicle Operations by skills required
2. Motor Vehicle Maintenance by skills required
3. Fleet Operations

ARTICLE 20

(Article 30, Item 19) - THE ASSIGNMENT OF EMPLOYEE PARKING SPACES

The Installation Head will make every attempt to provide adequate parking for all employees at the Columbus P & DC

Of the available employee parking spaces, ten (10) spaces will be reserved for APWU Officers at the Columbus P & DC

All parking changes affecting employee parking will be discussed with the Local APWU, prior to becoming effective.

(Article 30, Item 20) - THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN.

Due to the fact that the Union does not know the dates of Union activities, it will not be determined with choice vacation time.

(Article 30, Item 21) - THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT

ARTICLE 17  
REPRESENTATION

The parties recognize that telephones are for official U.S.P.S business. However, the employer at the local level shall establish a policy for the use of telephones by designated Union representatives for legitimate business related to the administration of the National Agreement, subject to sound business judgment and practices.

LABOR-MANGAEMENT MEETINGS

Joint Labor-Management Meetings shall be scheduled once a month, providing agenda items are submitted.

Meetings shall be on the 3<sup>rd</sup> Thursday of each month, unless the parties agree to another date

(Article 30, Item 21) - THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT (continued)

Maintenance

Maintenance shall continue the practice of separate meeting to discuss Maintenance related issues.

ARTICLE 22  
BULLETIN BOARDS

All existing bulletin boards for all crafts shall remain intact and all Stations and Branches will be equipped with the same, if space is available. If space is not available, at least one bulletin board will be provided for each signatory craft assigned at the Station or Branch.

(Article 30, Item 22) - LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENT AND POSTING

ALL APWU CRAFTS (Except Maintenance)

- A. The successful bidder or applicant selected for a Best Qualified position must be placed in the new assignment within fifteen (15) calendar days except in the month of December.
- B. Bid notices shall remain posted for twelve (12) days.

CLERK CRAFT ONLY

- A. When a change is made in the starting time of a duty assignment of more than one (1) hour, the duty assignment will be re-posted.
- B. A fifty (50) percent or more change in the duty assignment will cause the duty assignment to be re-posted
- C. (left blank)

MAINTENANCE CRAFT

- A. Bids will be filled in accordance with Article 38 of the National Agreement
- B. A fifty (50) percent change in the duty assignment will cause the assignment to be posted if requested by the incumbent

MOTOR VEHICLE CRAFT

- A. When a change of off-days or a change in the starting time of a run schedule exceeds (2) hours, it will be re-bid
- B. A seventy-five (75) percent change in duties (actual duties performed) will require posting, except the incumbent shall have the option of accepting the assignment.

ALL APWU CRAFTS

The installation head shall post on all Official Bulletin Boards and furnish to the Union President on a quarterly basis, a seniority list.

(Article 30, Item 22) - LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO  
SENIORITY, REASSIGNMENT AND POSTING (continued)

Notification will be rendered to the Union anytime an injured employee from another craft is permanently reassigned to an APWU craft.

CLERK CRAFT

City-wide seniority shall prevail

If mail moves from Processing & Distribution to the city stations or from the city stations to Processing & Distribution, and if it is determined by management that a full time duty assignment still exists in the receiving office due to the processing of this mail, the incumbent will not go with the duty assignment. A new assignment will be posted for bid in accordance with Article 37 of the National Agreement.

MAINTENANCE CRAFT ONLY

Seniority shall prevail as provided for in Article 38 in the National Agreement

A Maintenance Craft Seniority list, an in-craft PER (Promotion Eligible Register) will be provided to the Maintenance Craft Director on a quarterly basis or when updated.

MOTOR VEHICLE CRAFT ONLY

- A. City-wide seniority shall prevail
- B. Employees will be informed by notice posted on bulletin board, as soon as possible, of all anticipated changes in the run schedules and services to be performed.

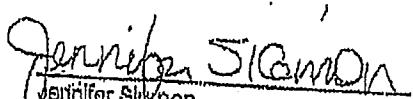
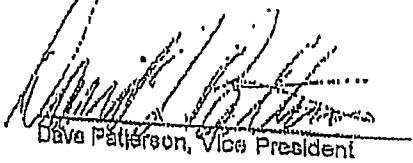
ARTICLE 14

ALL APWU CRAFTS

Health services are available to employees for the treatment of job-related injuries or illnesses will be determined by management and a list will be posted in each station. Emergency telephone numbers, such as for police, ambulances, and fire departments shall be posted in each station.

This Memorandum of Understanding is entered into on November 7, 2016, at Columbus, Ohio between the representatives of the United States Postal Service, and the designated agent of the American Postal Workers Union, Central Ohio Area Local 232 pursuant to the local implementation provision of the National Agreement with the American Postal Workers Union

For the APWU

  
Jennifer Sylton,  
President  
  
Dave Patterson, Vice President

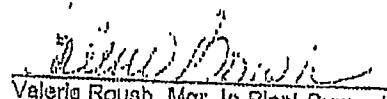
  
Tim Lott, Maintenance Craft Director

  
Dave Collins, MVS Craft Director

  
Sherry Plokonis, Clerk Craft Director

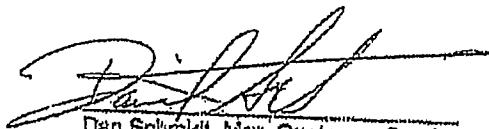
For the USPS

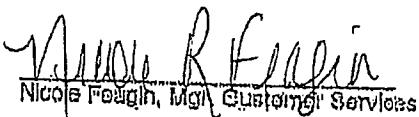
  
Chris Smith,  
Lead Sr. Plant Manager Operations

  
Valerie Roush, Mgr. In Plant Support

  
Monty Helton, A/Mgr. Maintenance

  
Matt Pehlman, Mgr. MVS

  
Dan Schmidt, Mgr. Customer Services

  
Nicole Feough, Mgr. Customer Services

  
Don Oox, Labor Relations