

MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POSTAL SERVICE  
GROVE CITY, OHIO

AND

AMERICAN POSTAL WORKERS UNION  
AFL-CIO  
COLUMBUS OHIO AREA LOCAL #232

November 7, 2016 - September 20, 2018

**ITEM 4: Formation of local leave program.**

- A. Application for the selection of choice vacation periods will begin on January 15th of each year. Each employee will submit that request on PS 3971 in duplicate by January 31st.
- B. Assignment of vacation periods will be by seniority and shall be posted and completed by February 15th of each year.

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

The duration of the choice vacation period shall be from the first full week of March through November 21.

**ITEM 6: Duration of the choice vacation period.**

The beginning day of an employee's vacation period shall be Monday of the week requested and end on Sunday of that following week (M-Sun.)

**ITEM 7: Whether employees at their option may request 2 selections during the choice vacation period, in units of either 5 or 10 days.**

The Clerk Craft employees will get 2 passes on the vacation schedule to choose what they earn for vacation at that time. The first pass will consist of 2 selections of either 5 days or 1-5 day and 1-10 day choice for a total of up to 3 weeks or 15 days. After the first pass has been completed there will be a second pass of the schedule for employees to choose what is available up to what they earn for that leave year.

**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 be given an alternate vacation period, provided this does not deprive any other employee of their first choice.

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

Fifteen percent of the clerk craft compliment shall be allowed annual leave at any one time during the choice vacation period.

**ITEM 10: The issuance of official notices to each employee of the vacation schedule approved for such leave.**

The employees signed PS 3971 with the approval shall be the official notice to each employee of the vacation schedule approved for each employee.

The following items have been negotiated in accordance with Article 30 of the National Agreement.

**DEFINITIONS:** Employee - person employed by the USPS and represented by the APWU.

**ITEM 1:** Additional or longer wash-up periods.

Each employee shall be permitted a reasonable amount of wash-up time when performing dirty work or when working with toxic materials.

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

A. The regular work week will be 5 days for a full-time regular with fixed day off.  
B. Work schedules for part-time PSE's shall be completed and posted, by Wednesday preceding that service week. Voluntary changes may be made by employee(s) with the approval of management and as the work load demands.

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

The parties recognizes that the Postal Service is the most important and vital part of the communications machinery of the United States, and that historically, this Post Office has provided this service to the public without interruption; therefore, as a matter of policy, Postal Operations will not be terminated at this Post Office unless the Postmaster determines that the conditions so warrant. The Columbus Ohio Area Local President of the APWU AFL-CIO will be so notified.

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

1. The safety and health of the employee's.
2. Civil disorder.
3. Acts of God.
4. Hazardous weather conditions.
5. Advice of local authorities.

Management will notify employee's at the earliest possible time of termination or curtailment of Postal Operations. Such notification shall be by telephone, and/or available public media such as television or radio.

To the extent possible, Management will notify employees of local weather warnings and hazards, when known.

**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 new leave year, by a notice on the bulletin boards no later than November 1 of each year.

**ITEM 12:** The procedures for submission of application for annual leave other than the choice vacation period.

When an employee applies for leave on the same day that he/she desire the leave and cannot be immediately notified of approval or disapproval, he/she should be notified no later than one hour in advance of the requested departure time.

Application for annual leave during other than choice vacation period will be made on PS 3971, which will be signed and returned within 72 hours. This leave is on a first come first served basis, with signature of Supervisor Notified signed by supervisor.

PS 3971's not acted upon within 72 hours will be considered tacit approval and the employee will not be disciplined for taking leave.

The reason for disapproval of a request for annual leave will be indicated in writing on PS 3971 to the employee, by the disapproving supervisor.

An employee, upon request two weeks in advance, will be granted one day annual leave on his/her birthday.

Applications for annual leave other than choice vacation shall be submitted no more than 45 days in advance.

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

The method of selecting full-time regular employees who have volunteered to work on a holiday or designated holiday shall be by seniority. Full-time regular employees who do not volunteer will be designated by juniority, on a rotating basis, after regular have a chance to volunteer to work their off day, providing their day off falls on the holiday or designated holiday.

**ITEM 14: Whether "Overtime Desired" lists in Article 8 shall be by section and/or tour.**

Overtime desired list shall be posted quarterly, and used to the maximum extent possible.

Employees will be given one hour notice of overtime except in the case of a situation which may be beyond the reasonable control of management.

After the overtime list has been exhausted, and additional employees are still needed to work overtime, volunteers shall be used to the fullest extent before ordering mandatory overtime.

**ITEM 15, 16, & 17: Light Duty.**

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 usual assignment.

The installation head shall show the greatest consideration for full-time regular or part-time flexible employees requiring light duty or other assignments giving each request careful consideration.

**ITEM 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.**

The entire clerk craft shall be considered as a section in the event of excessing of positions, craft seniority shall prevail.

**ITEM 19: The assignment of employee parking spaces.**

Parking in excess of USPS needs will be available on a first come first serve basis.

**ITEM 20: Those other items which are subject to local negotiations as provided in the craft provisions of this Agreement.**

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

**ITEM 21: continued.**

If there is no Steward on site, the Postmaster or his/her designee shall call the APWU/CIO office for employee representation, when an employee requests to talk to a Steward.

**Representation:**

“Joint Labor-Management meeting s will be held quarterly, provided agenda items are submitted.”

**Bulletin Boards:**

At least one bulletin board will be provided for APWU announcements and information.

**ITEM 22: Local implementation of the Agreement relating to seniority, reassessments, and postings.**

**Seniority:**

The current seniority roster shall be mailed to the President of the Columbus Ohio Area Local of the APWU/AFL-CIO, the first week in January each year and be updated during the year as any changes are made.

**Posting:**

All vacant bid jobs will be posted for a period of ten consecutive days. The successful bidder will be placed in his/her new assignment within twenty-one days, except in the month of December.

A 25% change in duty assignment will cause the duty assignment to be reposted if requested by the incumbent.

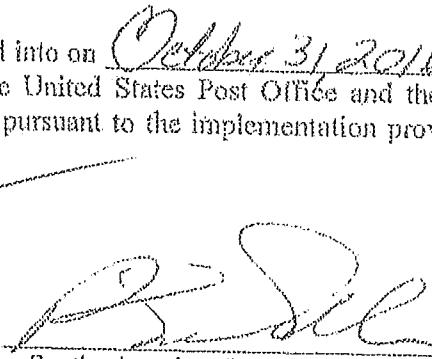
This Memorandum of Understanding is entered into on October 31, 2016, at Grove City, Ohio, between the representatives of the United States Post Office and the designated agent of the American Postal Workers Union, pursuant to the implementation provision of the National Agreement.



For the United States Postal Service

Oct. 31, 2016

Date



For the American Postal Workers Union

October 31, 2016

Date