

MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POSTAL SERVICE
JOHNSTOWN, OHIO

AND

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

November 7, 2016 - September 20, 2018

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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 APWU employee will be permitted a reasonable amount of wash-up time prior to OL and ET when performing dirty work or when working/exposed to toxic or hazardous materials.

ITEM 2 - The establishment of a regular work week of five (5) days with either fixed or rotating days off.

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

Work schedules for PTF employees shall be completed and posted by Wednesday preceding that workweek. Employees present will be notified verbally when management makes changes to the posted schedule; employees shall review schedule daily for possible changes made during their absence.

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 recognize that the Postal Service is the most vital part of the communications machinery of the USA and that historically this post office has provided this service to the public without interruptions; therefore, as a matter of policy postal operations will not be terminated at the post office unless the Postmaster determines that the conditions so warrant. The APWU steward will be so advised, if possible.

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.

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

Management will notify employees of weather warnings and hazards, when known, during their tour.

ITEM 4 - Formulation of local leave program.

- A. Application for selection of choice vacation periods will begin on January 2nd by passing of a desired vacation list among employees. Each employee will have forty-eight (48) hours to make his/her choice. The employee's selection will be due at the end of his/her forty-eight (48) hour period except when it falls on Sunday or a Holiday.
- B. If an employee fails to do so in the forty-eight (48) hours he/she will be passed and given the opportunity to select after the list has passed through all others. Those passed will be afforded the opportunity to make their selection in order of seniority before the next round of selections begins, but will not displace anyone who has already selected.

ITEM 5 - The duration of the choice vacation period.

The duration of the choice vacation will be from January 2nd through the last week of November including whatever part of December is needed to complete the last week of November.

ITEM 6 - The determination of the beginning day of an employees vacation period.

The beginning day of the employees vacation period shall be the Monday of the week requested and end on Sunday of that following week (Monday-Sunday).

ITEM 7 - Whether employees at their option may request two (2) selections during the choice vacation period, in units of either five (5) or ten (10) days.

An employee may at his/her option request two (2) selections during the first round of the choice period in units of either five (5) or ten (10) working days, the total not to exceed the ten (10) or fifteen (15) working days allowed. During the second round of the choice vacation period the employee may at his/her option request the remainder of their earned vacation balance for that service year, in units of either five (5) or ten (10) working days. The total not to exceed employee's earned balance for that year.

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

At least one (1) APWU representative will be granted leave to attend National or State Conventions.

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

No more than one clerk will be allowed off during the choice vacation period.

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

- A. The vacation leave schedule will be completed, approved, and posted by the installation head no later than two (2) weeks after the completion of the selection period.
- B. Employee will complete and submit PS Form 3971 to management prior to scheduled vacation leave whenever possible.

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 notice posted on employee bulletin boards, not later than November 1st.

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

- A. Annual leave other than during the choice vacation period 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 then 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 as receipt. The reason for disapproval of any request for annual leave must be indicated to the employee in writing, by the disapproving supervisor. On the PS Form 3971.
- E. Failure to notify the employee within 72 hours (of approval/disapproval of leave) from the time Form 3971 was submitted will be considered tacit approval and the employee will not be disciplined for taking the leave.

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

Section 1

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

Section 2

The following sequence for Holiday scheduling will apply:

- 1. All PSE's to the maximum extent possible even if OT is required.
- 2. All PTF's to the maximum extent possible even if OT is required.
- 3. FTR volunteers on their Holiday with skills required.
- 4. FTR volunteers on their SDO where that day is a Holiday or designated Holiday for other clerks and has skills required.
- 5. FTR non-volunteers on their Holiday with skills required.
- 6. FRT non-volunteers on their SDO with skills required.

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

- A. The overtime desired list will be administered by section and tour with skills.
- B. The entire clerk craft will be considered as a section.

ITEMS 15, 16, & 17 - Light duty

An employee requesting light duty will be given any available work for which he or she is qualified.

Any light duty assignment shall not adversely affect any career clerk. No bumping of any career employee.

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 will be considered as a section in the event of excessing of positions.

ITEM 19 - The assignment of employee parking spaces.

Management will provide.

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.

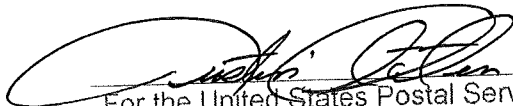
AL or LWOP to attend union activities will not be charged to the choice vacation period, when known in advance of posting of the vacation schedule.

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

Bulletin Boards

One (1) bulletin board will be provided (at least 2' x 3') for the APWU exclusively, to display union information on within the installation.

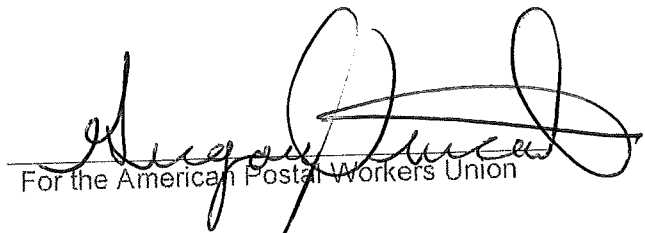
This Memorandum of Understanding is entered into on _____ at
Johnstown, Ohio between the representatives of the United States Postal Service, and designated
agent of the American Postal Workers Union, pursuant to the Local Implementation Provision of the
National Agreement.



For the United States Postal Service

11-1-2016

Date



For the American Postal Workers Union

11-1-2016

Date

 *** TX Result Report ***

Sending is complete.

Job Number	0282
Address	6144730690
Name	CITYGATE CUBICLE
Start Time	11/17 01:27 PM
Call Length	01'20
Sheets	9
Result	OK



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

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Jennifer Sigmon
 President

FAX

TO:	Greg Vincent	FROM:	Pati Shambaugh
FAX:	614-473-0690	PAGES:	9 (Including Cover Sheet)
PHONE:		DATE:	November 17, 2016
RE:	LMOU <i>Johnstown</i>	CC:	

☐ URGENT ☒ FOR REVIEW ☐ PLEASE REPLY ☐ PLEASE COMMENT

COLUMBUS OHIO AREA LOCAL
 EXECUTIVE BOARD

David J. Patterson
 Executive Vice President

Holly Endruschat
 Secretary/Treasurer

Kim Harrington
 Recording Secretary

Tim Lott
 Maintenance Craft Director

Dave Collins
 Motor Vehicle Craft Director

Sherry D. Pickens
 Clerk Craft Director

Hi Greg,

I will send each LMOU separately with its own cover Fax sheet.

Thank you,
 Pati