

MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POSTAL SERVICE  
PROSPECT, OHIO

AND

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

November 7, 2016 - September 20, 2018

## TABLE OF CONTENTS

TITLE	PAGE
Definitions	4
Item 1. Wash-up time	4
Item 2. The establishment of a regular work week of 5 days with either fixed or rotating days off	4
Item 3. Curtailment or termination of postal operations	4
Item 4. Formulation of local leave program	4
Item 5. Vacation Leave	4
Item 6. The determination of the beginning day of an employees vacation period	4
Item 7. Whether employees at their option may request 2 selections during the choice vacation period in units of either 5 or 10 days or 1 selection of 15 days	4
Item 8. Whether Jury duty and attendance at the national or state conventions shall be charged to the choice vacation period	5
Item 9. Determination of the maximum number of employees who shall receive leave each week during the choice vacation period	5
Item 10. The issuance of official notices to each employee of the vacation schedule approved for such employee	5
Item 11. Determination of the date and means of notifying employees of the beginning of the new leave year	5
Item 12. The procedure for submission of application for annual leave during other than the choice vacation period	5
Item 13. The method of selecting employees to work the holiday	5
Item 14. Whether "overtime desired" lists in Article 8 shall be by section and/or tour	6
Items 15. 16. & 17. Light duty	6
Item 18. Principles of seniority, posting, and reassignments	6
Item 19. Parking	6
Item 20. Vacation leave	6

Item 21. Those other items which are subject to local negotiations as provided in the craft provisions of this Agreement	6
Item 22. Seniority, reassessments and posting	6
Signature page	7

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 (5) days with either fixed or rotating days off.

Does not apply at this time.

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 decision for curtailment or termination of postal operations to conform to the order of local authorities, or as local conditions warrant because of emergency conditions, shall be made by the installation head. When the decision has been reached to curtail Postal operations, to the extent possible, management will notify and seek the cooperation of local radio and television stations to inform employees.

Item 4 - Formulation of local leave program.

Leave will be considered on a first-come/first-serve basis.

Ties will be granted in order of seniority.

Item 5 - The duration of the choice vacation period.

The duration of the choice vacation period shall be from February 1 through the last full week of November.

Rural mail count periods are excluded from the choice vacation period (usually September).

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

The beginning day of the employees vacation period shall be negotiated between the employee and his/her supervisor.

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.

As per Article 10 of National Collective Bargaining Agreement.

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

Jury duty and attendance at National and State conventions shall be charged to the choice vacation period. The leave for National and State conventions shall be blocked off to insure the delegates may be granted leave in accordance with Article 24 Section 2B of the National Agreement.

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

One (1) craft employee may be absent on annual leave each week during the choice vacation period.

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

The employees official notification is: when the posting on the vacation calendar is initiated by the supervisor.

The employee must have enough annual to cover the requested period.

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

Affected employees will be notified of the new leave year, no later than November 1, prior to the beginning of the new leave year.

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

Application for annual leave, submitted on a PS form 3971, will be considered on a first-come first-serve basis.

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

The following sequence for Holiday scheduling will apply:

1. FTR's that volunteer to work on their Holiday by seniority with the skills required.
2. PTF's that volunteer to work on their Holiday by seniority with the skills required to the maximum extent possible even if OT is required.
3. PSE's that volunteer to work on their Holiday by seniority with the skills required to the maximum extent possible even if OT is required
4. PSE's that do not volunteer to work on their Holiday by seniority with the skills required to the maximum extent possible even if OT is required
5. FTR's that volunteer to work on their SDO during the Holiday period by seniority with skills Required.
6. PTF's that do not volunteer by juniority.
7. Non-volunteer FTR's by juniority on their Holiday with skills required.
8. Non-volunteer FTR's by juniority on the SDO during the Holiday period with skills required.

Item 14 - Whether "Overtime Desired" lists in Article 8 shall be by section and/or tour.

Does not apply at this time.

Item 15, 16, & 17-Light Duty.

An effort will be made to give ill or injured employees as much work as possible within the medical restrictions of the employee.

No assignment will be to the detriment of "non light duty" employees.

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.

Does not apply at this time.

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 - 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.

Leave used to attend Union functions will be part of the choice vacation plan.

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

Bulletin Boards:

Space will be provided for APWU announcements and information.

Item 22 - Local implementation of this Agreement relating to seniority, reassignments and posting.

A copy of the seniority roster will be provided to the local Union President, upon request.

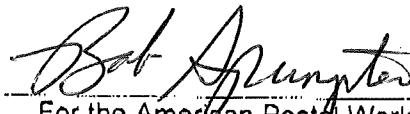
This Memorandum of Understanding is entered into on 11-1-16 at Prospect, Ohio, between the representatives of the United States Postal Service, and the designated agent of the American Postal Workers Union, pursuant to the Local Implementation Provision of the National Agreement.



For the United States Postal Service

11-1-2016

Date



For the American Postal Workers Union

11-1-16

Date