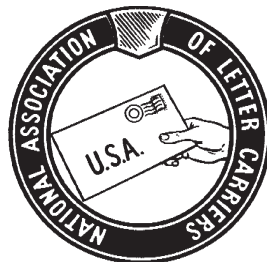


LOCAL MEMORANDUM OF UNDERSTANDING

**National Association of Letter Carriers
Connecticut Merged Branch 20**

**United States Postal Service
Mystic, CT**



**This Local Memorandum of Understanding is
entered into on May 28, 2021 pursuant to the
local implementation provisions of the
2019 - 2023 National Agreement.**

**Doreen Perona, Postmaster
USPS
Mystic, CT**

**Tom Sagnella, President
NALC
CT Merged Branch 20**

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Local Memorandum of Understanding between USPS - Mystic, CT and NALC - Connecticut Merged Branch 20

1. Wash-up periods.

Wash-up time will be authorized as follows:

- a. Reasonable time in the morning before clocking out for the route;
- b. Reasonable time prior to lunch break (Within reasonable distance);
- c. Reasonable time before ending the day.

Such reasonable wash-up time will be recorded on line 21 of form 1838 and credited as part of the eight (8) hour evaluated work day.

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

The regular work week shall consist of five (5) days with fixed non-work day.

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.

A. When an emergency arises, the employer will consult with the town or state official to determine the extent of the emergency and how it will effect mail operations.

B. The employer will then consult with the union on the need for, or extent of, any curtailment of mail operations and/or extent which employees will be excused.

C. When severe weather conditions are forecast, employees may be allowed to leave.

4. Formulation of local leave program.

The following applies to both choice and non-choice vacation periods.

A. Annual leave will be granted in terms of weeks, days and hours.

B. Except in an extreme emergency, no carrier will be called to work during his/her annual leave period, including their non-scheduled day.

C. No exchanges of annual leave periods between carriers will be allowed.

D. In order for a carrier to revert his/her chosen annual leave period, the supervisor and the Br. 20 steward must be notified in writing, a minimum of 14 calendar days in advance. Any reverted period(s), that has the maximum number of carriers allowed off, will be immediately posted for a period of 4 working days. All carriers junior to the carrier reverting their leave shall be eligible to bid by seniority for the leave period.

The following applies to the choice vacation period.

A. Application for choice vacation period shall be completed by April 1st. Assignment of vacation period will be by installation seniority.

B. Procedure for selection of annual leave period(s):

- 1. A calendar will be passed around to each carrier, including City Carrier Assistant Employees in order of seniority to make their first choice selection.

2. After all employees have been given an initial choice of up to 10 or 15 days, all remaining vacant weeks shall be bid by repeating the procedure in #1 above. After the second canvass is completed, any remaining days or weeks shall be filled on a "first-come, first-served" basis by any carriers with leave available.

The following applies to the non-choice vacation period.

- A. A minimum of 16% of the carrier compliment, including CCAs will be granted 8 hours annual leave on any day outside the choice vacation period. In instances where figuring 16% of the total career carrier compliment does not result in a whole number, if the fractional result is .5 or greater the next whole number will be considered the correct figure. The number of carriers off will be computed at the beginning of each new leave year based on the total career carrier compliment on that date.
- B. Bidding procedure:
- a. A notice will be posted by the first day of January for 15 calendar days soliciting bids for the non-prime vacation period.
 - b. During this period, selection for non-prime vacation time shall be bid in increments of 5 days and awarded by seniority.
 - c. Requests will be allowed during this period for the entire calendar year.
 - d. Requests made after the 15th of January for open days or weeks will be filled on a "first-come, first-served" basis.
 - e. Requests for full weeks must be made a minimum of 2 working days prior to the leave date(s) requested. Requests for single day(s) must be made a minimum of 1 working day prior to the leave date(s) requested.

C. Requests for annual leave made after the 15th of January, will not be accepted if made more than 6 months prior to the date(s) requested. All requests must be handed to a supervisor who will then issue a receipt for same.

5. The duration of the choice vacation period(s).

The choice vacation period will be from the first full week in May running for a 23 week period.

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

A. The basic week for leave purposes will be from 12:01 am on Sunday to 12:01 am on Monday. This section applies to all carriers requesting annual leave in either prime or non-prime time.

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

An employee, at his/her option, may request two selections during the choice vacation period, in units of either 5 or 10 days. The first selection in units of 5 or 10 units and the second selection at a later date. The total not to exceed 15 units total on the two selections combined.

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

A. Jury duty will not be charged to the number allowed off in the choice vacation period. Carriers who are selected for jury duty during their choice vacation period shall be eligible for another available period within the choice vacation period.

B. Attendance by NALC Br. 20 members at National and State Conventions will not be charged to the choice vacation period.

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

A. The minimum number of carriers who will be eligible to receive annual leave each week during the choice vacation period will be two (2) or 17% of the total carrier complement, including CCAs whichever is greater. The number of carriers off during the choice vacation period will be computed on February 1st of each year based on the complement on that date.

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

All 3971 forms submitted for annual leave must be completed in duplicate and handed to the supervisor. He/she will sign, date and immediately return a copy to the carrier. The supervisor's marking of the approved bid week(s) on the posted vacation schedule shall constitute official notice of approval.

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

Management shall post on the official office bulletin board the beginning date of the new leave year no later than November 1st. A copy of the notice will be given to the Br. 20 steward for posting on the carrier bulletin board also.

12. The procedures for submission of applications for annual leave during other than the choice vacation period.

A. Carriers requesting annual leave outside the choice vacation period must submit form 3971 time stamped and in duplicate.

B. Management will reply indicating approval or disapproval a minimum of 10 calendar days prior to requested leave date(s).

C. Requests for annual leave made less than 10 calendar days prior to date wanted will be answered within 24 hours.

D. A copy of form 3971 will be returned to the carrier at the time the leave is officially approved or disapproved. Non-return of form 3971 in the required time period shall be construed as approval of the requested leave period(s).

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

The following sequence will be followed when scheduling employees to work on a holiday or designated holiday, provided that such scheduling produces a work force which meets the operating skill requirements of the holiday or designated holiday:

A. All full-time regular employees who volunteer to work either their holiday or their non-scheduled day shall be combined into a single group, ranked in seniority order and selected in seniority order;

B. Part-time flexible employee volunteers by seniority to maximum extent possible, even if payment of overtime is required.

C. All City Carrier Assistant Employees (CCA); then all Holiday Carrier Assistant Employees scheduled to the maximum extent possible.

D. Part-time flexible employee non-volunteers by inverse seniority to maximum extent possible, even if payment of overtime is required.

C. All full-time regular employees who did not volunteer to work their non-scheduled day, in inverse seniority order;

D. All full-time regular employees who did not volunteer to work their holiday, in inverse seniority order.

14. Whether “Overtime Desired” lists in Article 8 shall be by section and/or tour.

A. An overtime desired list shall be established installation wide.

15. The number of light duty assignments within each craft or occupational group to be reserved for temporary or permanent light duty assignment.

Temporary or permanent light duty assignments will be developed on an as needed basis by the union and management working together to implement the provisions of the National Agreement, Article 13.

16. The method to be used in reserving light duty assignments so that no regularly assigned member of the regular work force will be adversely affected.

Light duty assignments will be created as needed from the existing work duties, within the individual carriers limitations, without reserving specific assignments. Therefore the regular work force employees will not be adversely affected.

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

Within the carrier craft, the following will be considered light duty assignments if the carrier is able to perform them:

- A. Casing own route;
- B. Assisting other routes;
- C. Relabeling carrier cases;
- D. Updating forms 3982;
- E. Auxiliary routes;
- F. Delivery of Special and Express mail;
- G. Router duties;
- H. Collections.

Any duties which the ill or injured employe may be able to perform without hazard to his/her health. Management will assign light duty assignments to any letter carrier capable of performing such duty.

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.

For purposes of this provision, when it is proposed to reassign excess employees, excessing and reassignment shall be by installation.

19. The assignment of employee parking spaces.

A. Available parking spaces will be allotted on a “first-come, first-served” basis.

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.

Annual leave to attend union activities requested by 1 union official prior to determination of the choice vacation plan shall not be part of the total choice vacation plan.

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

Meetings:

A. The installation head shall meet with appropriate representatives of Branch 20 on the second Tuesday of February, May, August and November. One union representative will be on the clock for this meeting.

B. Agenda items will be exchanged by the union and management at least 48 hours in advance of the meeting. Items not placed on the agenda shall be discussed by mutual consent.

Starting Time Change:

At the regular carrier's option, a route or full time duty assignment shall be reposted when the territory served is changed by 40% or when a change in the starting time exceeds 1 hour.

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

Article O :

The following provision is made part of this local agreement, provided, however, that Br. 20 may, on a one-time basis, during the life of this Agreement, elect to delete the provision from its local agreement:

“When a letter carrier route or full-time duty assignment, other than the letter carrier route(s) 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 adjustments, 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.”

Posting Notices:

A copy of all posted notices affecting the letter carrier craft will be sent to the president and steward of Br. 20.

Bidding procedures:

A. Letter carriers bidding for an assignment shall make a written sealed bid to the Postmaster.

B. In instances where several assignments are posted for bid, a carrier may bid for as many assignments as are posted, indicating their preferences in the following manner: 1st choice - 2nd choice -3rd choice - etc.

Trial Period:

A. When a carrier is the senior bidder on a full-time route(s) or duty assignment(s) he/she will be allowed up to a 5 day trial period, except that in the case of a T-6 assignment, jump or floater position, the senior bidder will be allowed to try each route assigned to the swing bid once.

B. If after trying the new assignment the senior bidder desires to cancel their bid and remain on their old assignment, they must do so immediately upon termination of the trial period.

C. A successful bidders old assignment will not be posted for bid until after they have been officially placed in their newly won assignment.

Article 41 Bidding Procedure:

A. Management shall, 1 week prior to the posting date of the work schedule, post all anticipated, vacant, full-time craft duty assignments with the expected duration of 5 days or more. The posting shall include the expected duration, the non-scheduled day and the work hours of the assignment.

B. Management shall inquire as to the preference of each employee 48 hours prior to the posting of the schedule and award the assignment to the senior eligible employee who indicates a preference.

C. When an assignment(s) becomes available upon less than 1 week's notice, management shall inquire as to the preference of each employee and award the assignment to the senior eligible employee who indicates a preference.

D. Carriers who have indicated their preference for a craft duty assignment shall be eligible to bid upon a newly created bid assignment if their initial assignment has not yet commenced.

E. The senior eligible carrier who selected an available duty assignment shall be placed in that assignment immediately upon it becoming vacant and shall remain on that assignment for its duration.

Overtime:

In accordance with Art. 8, Sec. 5 of the National Agreement, a chart shall be posted and updated periodically in each work location, with each employee's accumulated overtime.

An employee who has been contacted to work overtime and refuses shall be credited on the OT chart as if he/she had worked.

When a regular carrier works their non-scheduled day they will work their own bid assignment, provided the floater has one of his/her assignments within their bid string to move to.

Non-Work Day:

The non-work day that accompanies the carrier's route or bid assignment shall be bid separate from the route or bid assignment. It shall be posted for 5 days prior to the posting of the vacant route or bid assignment.

Route Adjustments:

When a carrier's assignment is changed during the readjustment of his/her assignment within a delivery unit, and as a result of the change 51% (street time) of such assignment is left intact, the regular carrier may remain on the route which includes 51% or more of their original assignment.



