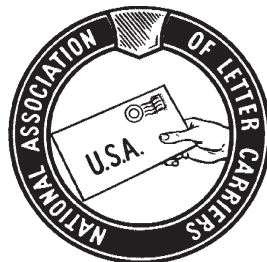


LOCAL MEMORANDUM OF UNDERSTANDING

National Association of Letter Carriers Connecticut Merged Branch 20

**United States Postal Service
Norwich, 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.**

**Ackees Hamlet, Postmaster
USPS
Norwich, CT**

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

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

1. Wash-up periods.

Wash-up time will be authorized as follows: Reasonable wash-up time shall be granted to employees who perform dirty work or work with toxic materials.

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

A. The regular work week shall consist of five (5) days with rotating days off.

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.

It is recognized by both parties that on occasion, emergency conditions may exist which would encourage the employer to consider the curtailment of mail. In cases of such emergency conditions, the employer will, prior to making a decision whether or not to curtail mail, take into consideration such factors as:

- a. The safety and health of its employees;
 - b. The degree of emergency as stated by, and acted upon, by responsible governmental authorities;
 - c. The requirements and reactions of its customers to the emergency;
 - d. The accessibility of postal operations and its customers to the employer and employees.
- Prior to taking action to curtail the mail, the employer will notify the Union of its decision and plan of implementation.

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 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. Individual days of annual leave requested by 1 union official to attend union seminars and activities, shall not be charged against the minimum number of carriers allowed off.
- E. 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 10 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 for the leave period.
Single day(s) within the leave week may not be cancelled.

The following applies to the choice vacation period.

- A. The choice vacation schedule bidding will begin by January 31st of each year. Assignment of vacation period will be by installation seniority.
- B. Procedure for selection of annual leave period(s):

a. Carriers, including City Carrier Assistant Employees will be listed in groups of 10 by seniority.

b. Each group shall have a period of 10 calendar days to select their choice(s).

c. Selection shall be by seniority within each group. Any carrier within the group who selects a vacation week(s) which has been filled by someone senior, will have one day after the close of the 10 day bid period to make another selection.

C. After all employees have been given an initial choice of up to 10 or 15 days, all remaining vacant weeks shall be posted for 10 days. All carriers shall be eligible to bid by seniority for these vacant weeks. 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 8.6% of the total carrier force, including CCAs, will be granted annual leave on any day outside the Choice vacation period.

In instances where figuring 8.6% of the total carrier force, including CCAs, does not result in a whole number, if the fractional result is .5 or higher, the next higher whole number will be considered the correct figure.

B. Bidding Procedure:

Bidding for non-prime vacation time shall begin on the second Monday in April, run for 10 calendar days and end at 10am on the 10th day.

Bids during this period are for weeks only and awarded by seniority.

Carriers, including CCAs, may bid for all non-prime time weeks of the current year that fall after the prime-time period that begins the 1st full week of May and bid up

to the first full week of May in the following year.

Requests for non-prime time leave after the close of the bid period will be filled on a first-come, first-served basis.

Requests for non-prime time leave made after the close of the bid period must meet the following criteria:

- ◆ Can't be made more than 6 months in advance of date(s) requested;
- ◆ Must be made in triplicate on form 3971 and handed to a supervisor;
- ◆ Disapproved forms 3971 will not be retained;
- ◆ Cancellations will be re-bid in accordance with the local Agreement;
- ◆ Approved leave must be cancelled a minimum of 10 calendar days in advance;
- ◆ Single days within approved annual leave weeks can not be cancelled;
- ◆ Requests for incidental annual leave will be accepted until 10am each morning and awarded on a first-come, first-served basis and if more than one request is made by 10am annual leave will be awarded by seniority.

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

The length of the prime time shall be 22 weeks, beginning with the first full week of May.

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 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 total is not to exceed the 10 or 15 days to which he/she is entitled on their initial bid.

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

A. Jury duty and military leave will not be charged to the number allowed off in the choice vacation period.

B. Attendance by 1 NALC Br. 20 member 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 16.5% of the total carrier force, including CCAs.

B. In instances where figuring 16.5% of the total carrier force, including CCAs, does not result in a whole number, if the fractional result is .5 or higher, the next whole number shall be considered the correct figure.

C. The number of carriers off will be computed at the beginning of each leave year, based on the total carrier force, including CCAs, 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 their non-scheduled day, by seniority;
- B. All full-time regular employees who volunteer to work their holiday, by seniority;
- C. All Part-Time flexible employees to the maximum extent possible
- D. All City Carrier Assistant Employees (CCA); then all Holiday Carrier Assistant Employees scheduled to the maximum extent possible.
- E. All full-time regular employees who did not volunteer to work their non-scheduled day, by inverse seniority order;
- F. All full-time regular employees who did not volunteer to work their holiday, by 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 for the entire installation.

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.

- A. Branch 20 and management agree to establish a committee to be composed of an equal number of representatives of both parties to determine the needs of employees who request light duty assignments. Em

ployee members of such committee shall be appointed by the President of Branch 20, or his designee.

- B. When a letter carrier requests light duty, the committee shall review the needs of the employee and the availability of work within his/her limitations. Management agrees to put all incapacitated letter carriers on light duty assignments within their medical limitations.

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 employee 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, in the employee parking lot, 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 for a minimum of 1 carrier to attend union activities requested 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 the appropriate representatives of branch 20 on the first Monday of every other month, or at any other time as may be mutually agreed upon. Such meetings shall be on the clock. Meetings shall convene at 1:30 pm and except for emergencies, run for such time as is necessary to dispose of all business.

B. Branch 20 is entitled to 2 representatives on the clock of its own choosing and 1 observer if desired.

C. The agendas items for discussion shall be exchanged by the union and management at least 24 hours before the scheduled meeting. Items not placed on the agenda shall be discussed by mutual consent.

On the Job Trainer:

The Postmaster and the President of Br.20,

or his designee, will meet to discuss the selection of proficient and experienced letter carriers to be used in the training of new carriers.

It is agreed that the 2 parties must be in agreement on any carrier(s) to be used in a training capacity.

Starting Time Change:

A letter carrier’s route or full-time duty assignment will not be posted when there is a change in the starting time of 1 hour or more.

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 be placed in a locked bid box provided for that purpose. The branch 20 President, or his designee, shall be present at the opening of all bids.

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: First choice - second choice - third 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 3 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 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:

A. To assure the equitable distribution of overtime, opportunities and hours offered to each regular carriers, and all overtime worked by part-time flexible carriers, will be posted quarterly and up-dated monthly.

Overtime worked and opportunities offered shall be listed in black and red respectively.

If a carrier states he/she is sick when contacted to work overtime, the letter (S) shall be placed on the chart.

When a letter carrier could not be personally contacted, the letters (N/A) shall be placed on the chart. Neither reason shall count as opportunities offered during the course of the quarter.

Any employee who, after being personally contacted, is unavailable for overtime, will be credited on the chart with the hours they would have worked if available.

B. A regular carrier called into work for overtime on their non-scheduled day will work their own bid assignment.

C. A carrier may withdraw his/her name from the overtime desired list(s) at any time by informing their supervisor, in writing 24 hours in advance.

A copy of the withdrawal will be provided the union by management.

No names may be added to the list until the new quarter begins, except that part time flexibles making regular during a quarter may add their name to the list up to 10 days from the date of making regular.

Overtime Desired Lists:

There shall be three (3) voluntary overtime lists as follows:

1. The first list will be for full-time regular carriers who wish to volunteer to work overtime on their non-scheduled workday.

2. The second list will be for full-time regular carriers who wish to volunteer to work overtime on all assignments including, but not limited to, their non-scheduled day, collections, pivots, etc.

3. The third list will be for full-time regular carriers who wish to work "work assignment" overtime only. This overtime list shall be for overtime on the carrier's own assignment on their regularly scheduled days only.

The first two (2) lists shall be kept separate for purposes of equitable distribution of overtime during the quarter.

On a monthly basis, management will update the first two (2) lists and make them available for union review.

23. Other miscellaneous items

Unassigned Regulars:

All unassigned regulars shall have priority by the use of seniority in their category for the purpose of filling day to day assignments.

Lunch Breaks:

Where there is no suitable place to eat lunch on the route, a letter carrier shall have the right to travel outside his/her route to a place where accommodations are available, subject to approval from their supervisor. The carrier will be reimbursed under the driveout agreement for any distance over one-half mile.

Committees:

Br. 20 will be consulted prior to the designation of letter carrier(s) to all local committees. Letter carrier member(s) of all committees shall be recommended by the President of Br. 20. Committee meetings shall be held on the clock.

Discipline:

The steward shall be given a copy of any letter of charges that are filed against any letter carrier.

Swing Room:

Br. 20 has use of the swing room for meetings as long as the room is left in a clean and orderly condition and as long as there is a custodian on duty.

Postal Vehicles:

Vehicles shall be assigned to the same route each day.

A safety check shall be made on all vehicles by the immediate supervisor, or his designee, and the driver at least twice a month, in addition to daily checks by the driver.

Route Adjustments:

When a carrier's assignment is changed or eliminated during the adjustment(s) of carrier assignments and as a result of the adjustment(s) 51% of the street time is left intact, the regular carrier will remain on the assignment which includes 51% or more of their original assignment.

Requesting annual leave on a Holiday or Designated Holiday:

After the posting of the Holiday schedule on Tuesday of the week proceeding the Holiday the book for annual leave will be closed.

Overtime call in procedure:

A regular carrier called in to work overtime on their non-scheduled day will work their own bid assignment. The Jumper will work on one of the other available routes on his/her string. If after following all existing contractual provisions a Jumper must move outside his/her string of routes he/she will, to the extent possible and within the needs of the service, be allowed to exercise his/her preference for that day's assignment from available duty assignments.

