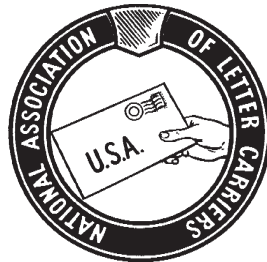


LOCAL MEMORANDUM OF UNDERSTANDING

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

**United States Postal Service
Old Saybrook, 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.**

**Brent Zira, Postmaster
USPS
Old Saybrook, CT**

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

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

1. Wash-up periods.

When an employee performs dirty work or work with toxic materials, the employee will be allowed reasonable wash up time.

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 rotating 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.

The decision for curtailment or termination of Postal Operations to conform to the orders of local authorities, or as local conditions warrant because of emergency conditions, shall be made by the installation head.

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;

Prior to taking action to curtail the mail, the employer will make reasonable effort to notify the designated representative of the Union in the office 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. Except in an extreme emergency, no carrier will be called to work during his/her annual leave period, including their non-scheduled day.

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

C. 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.

The following applies to the choice vacation period

A. The choice vacation schedule bidding will begin on the first scheduled work day of each year. Assignment of vacation period will be by installation seniority.

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

a. the 3 senior carriers will make their selection(s), within 2 calendar days.

b. Each carrier, including City Carrier Assistant Employees will then be given 2 calendar days to make their selection(s).

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 up to the percentage allowed off in item 9 on a "first-come, first-served" basis by any carriers with leave available, provided 48 hours notice is given prior to the requested date.

The following applies to the non-choice vacation period

A. A minimum of 12% of the carrier complement, including CCAs, who request at least 24 hours in advance will be granted 8 hours of annual leave on any day outside the choice vacation period.

B. In instances where figuring 12% of the complement, including CCAs, does not result in a whole number, if the fraction 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 complement, including CCAs, on that date.

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

The choice vacation period will be from the first full week in May and run for a 21 week period following.

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

The basic week for leave purposes will be Monday through Sunday.

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 shall not be charged to the choice vacation period.

B. 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 delegate(s) may be granted leave in accordance with Article 24, Section 2.B. of the National Agreement.

There will be up to two (2) leave slots blocked off for the delegate(s) to attend the state or national conventions during the choice vacation period if requested by the union. The slots will remain unused if the delegate(s) choose not to attend the conventions unless 10 days notice is given prior to the scheduled leave.

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 off during the choice vacation period will be 14.2% of the total carrier complement, including CCAs.

B. In instances where figuring 14.2% 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 complement, including CCAs, on that date.

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

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

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. Bidding procedure:

a. A notice will be posted by January 20 for 10 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 bidding process will be for open for days or weeks and will be filled on a "first-come, first-served" basis.

B. Requests for annual leave made after the bidding process, will not be accepted if made more than 90 days prior to the date(s) requested. All requests must be handed to a supervisor who will then issue a receipt for same.

C. Carriers requesting annual leave outside the choice vacation period must submit form 3971 in duplicate.

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

E. Requests for annual leave made less than 10 calendar days prior to date wanted will be answered within 48 hours.

F. 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 not 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 holiday or their non-scheduled day shall be combined into a single group, ranked in seniority and selected in

seniority order;

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

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

F. 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.

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.

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 setting up mail;

C. Updating forms 3982;

D. Auxiliary routes;

E. Delivery of Special and Express mail.

Any duties which the ill or injured employee may be able to perform without hazard to his/her health.

Management shall make every effort to 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.

If annual leave to attend union activities requested prior to determination of the choice vacation plan one union official 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.

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 let-

ter carrier craft will be sent to the President or designee of Br. 20.

Bidding procedures:

A. Bidding for vacant assignments will be restricted to letter carriers of the installation in which the vacancy occurs, with seniority the determining factor.

B. Letter carriers bidding for an assignment shall make a written sealed bid, to be handed to the carrier supervisor, during the bid period.

C. 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.

Article 41 Bidding Procedure:

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.



