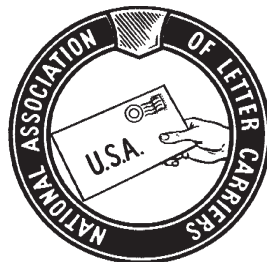


LOCAL MEMORANDUM OF UNDERSTANDING

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

**United States Postal Service
Plantsville, 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.**

**Ryan Wymss, Postmaster
USPS
Plantsville, CT**

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

Table of Contents

<u>ITEM</u>	<u>PAGE</u>
1. Wash-up periods	1
2. The establishment of a regular work week	1
3. Guidelines for curtailment of postal operations	1
4. Formulation of local leave program	1
5. Duration of the choice vacation period(s)	2
6. The beginning day of an employee's vacation period	2
7. Number of selections during the choice vacation period	2
8. Jury duty and attendance at National or State conventions	2
9. Number of employees off during the choice vacation period	2
10. The issuance of official notices for vacation schedules	2
11. Date and means of notifying employees of new leave year	2
12. Procedures for submission of non-choice vacation period	3
13. Method of selecting employees to work on a holiday	3
14. How overtime desired lists in Art. 8 shall be posted	3
15. Assignments reserved for light duty assignment(s)	3
16. Method used in reserving light duty assignments	3
17. Identification of light duty assignments	3
18. How to reassign excessed employees within an installation	4
19. The assignment of employee parking spaces	4
20. Annual leave to attend union activities	4
21. Craft provisions of the N/A which are locally implemented	4
22. Seniority, reassignments and posting	4

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

1. Wash-up periods.

Wash-up time will be authorized as follows: 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 days off.

(6-21-01 impasse award)

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.

Upon 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 weeks, days and hours.
- B. Except in an extreme emergency, no carrier will be called to work during his/her annual leave period. However, carriers on the OTDL may advise their supervisor in writing, with a copy to the union, of their availability to work a nonscheduled day that is in conjunction with approved leave.
- 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 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 by February 1st of each year. Assignment of vacation period will be by installation seniority.
 1. Beginning the 1st work day in February, management will give form 3971 to the senior carrier who will complete and return it to management within 72 hours.

2. Management will then follow this procedure by seniority until all carriers, including City Carrier Assistant Employees have been canvassed.

3. Management will post vacation weeks taken as they receive the forms 3971.

The following applies to the non-choice vacation period

A. A minimum of 18% 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 18% of the compliment, 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 the last day of December each year based on the total carrier compliment, including CCAs on that date.

Bidding procedure:

- a. A notice will be posted by March 1st 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 for all time other than prime vacation time from the first full week in April of the current year until the last full week of March the following year.
- d. Requests made after April 1st will be filled on a "first-come, first-served" basis.

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

The choice vacation period will be from the first full week in June through the last full week in September.

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 Monday to midnight Sunday. 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 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 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 to be allowed annual leave during the prime leave period will be 18% of the total letter carrier complement, including CCAs.

B. Any remainder of .5 or more will be rounded up to the next higher number.

C. The number of carriers off will be computed on December 31st of each year based on the total number of letter carriers, including CCAs at that time.

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, along with the signed 3971, 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.

Carriers requesting annual leave outside the choice vacation period must submit the 3971 in duplicate not more than 45 days in advance. The form 3971 will be handed to the supervisor. Management will reply indicating approval or disapproval within 48 hours after the request. Seniority will prevail by the end of business day when more than one request for the same day is made. A copy of form 3971 will be returned to the carrier at this time. Non-return of form 3971 in the required time period will be construed as approval of the requested leave period.

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

A. All full-time regular employees who volunteered to work on the holiday or their designated holiday by seniority.

B. All full-time regular employees who volunteer to work their non-scheduled day by seniority.

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

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

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

F. All full-time regular employees who did not volunteer to work their non-scheduled day by inverse seniority.

G Full-time regular employees who have not volunteered to work their holiday by juniority.

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.

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. Auxiliary routes;
- D. Delivery of Express mail.

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

Light duty work shall not be gained by absorbing any of a full-time regular employee. The Installation head or designee shall discuss the matter with a representative of Br. 20 prior to effecting a permanent reassignment outside of the letter carrier craft.

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 to carriers by craft seniority

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 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:

The installation head shall meet with appropriate representative of Branch 20 at least quarterly or at any other time as may be mutually agreed upon. The union steward will be on the clock for all meetings.

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 or designee of Br. 20.

Bidding procedures:

A. Letter carriers bidding for an assignment shall place a written sealed bid form in a locked bid box. The branch 20 steward 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.

Article 41 Bidding Procedure:

The supervisor will canvass the available PTFs by seniority for any vacant routes or duty assignments with an anticipated duration of five days or more.

Overtime:

A. On a weekly basis, management will update the OTDL list and make it available for union review.

B. In accordance with the National Agreement, overtime hours worked and opportunities offered will be posted and up-dated quarterly.

C. Any employee who, after being personally contacted, is unavailable for overtime, 