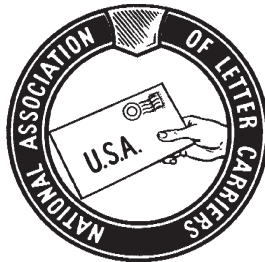


LOCAL MEMORANDUM OF UNDERSTANDING

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

**United States Postal Service
Taftville, 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.**

**Ewa Tylinskadswiecinska,
USPS
Taftville, CT**

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

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Local Memorandum of Understanding between USPS - Taftville, 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.

This installation shall have a regular work week of five (5) days with fixed Saturday/Sunday non-work days.

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. When the decision has been reached to curtail Postal Operations, to the extent possible, management will notify the union and seek the cooperation of local radio and television stations to inform employees.

4. Formulation of local leave program.

A. Choice vacation shall be awarded as provided in Article 10, Section 3D1., 2. & 3. of the National Agreement and this LMOU.

B. Choice vacation selection will begin on February 15, by seniority and carriers, including City Carrier Assistant Employees shall select full weeks only.

Each employee, including CCAs, shall have two (2) business days each to make their selection.

Each carrier will make their Choice Vacation Leave selection(s) by passing the leave book throughout the carrier workforce by seniority. Each carrier will indicate their selection in the leave book and shall submit the appropriate 3971 Form.

C. Employees may cancel their choice vacation leave in writing to management prior to the starting time.

D. No exchanges of annual leave period(s) between carriers will be allowed.

E. Carriers who become ill while on their Choice Vacation Selection shall have the option of making another Choice Vacation Selection provided it does not deprive another carrier of their selection during the Choice Vacation Period. Clear documentation showing incapacity from duty must be provided by the employee for this option to be allowed.

F. Carriers will not be called into work while on annual leave except as outlined in the National Agreement in Article 10, Section 4D.

G. Military Leave will not count as a carrier's Choice Vacation Period selection.

H. Management will post the leave chart as soon as it has been completed along with the appropriate 3971 Form.

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

The choice vacation period will be from the first full week in May 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 0001 AM on Monday and end on 2400 PM Sunday.

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

A. An employee, at his/her option, may request two selections during the choice vacation period, in units of either 5 or 10 days.

B. Any selections that are not continuous are considered to be the second selection. No more than two (2) selections will be considered during the choice vacation selection period. Cancellation of any selected leave period shall be in its entirety.

C. During the Choice Vacation bid period the total leave approved, for the two (2) selections in the Choice Vacation selection process, can not exceed the number of days authorized in Article 10, Section 3.D1., 2. & 3. as appropriate.

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

As per Article 10, Section 3F - An employee who is called for jury duty during the employee's scheduled choice vacation period or who attends a National, State or Regional Convention (Assembly) during the choice vacation period is eligible for another available period provided this does not deprive any other employee of first choice for scheduled vacation.

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

When requested, one (1) employee, including CCAs will be granted leave in accordance with Item 4 of this memorandum.

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

Employees will be notified by the posting of the vacation schedule, along with Form 3971, no later than one week after all employee have made their selection for the choice vacation period.

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

The installation head will notify the union and employees of the new leave year by posting a notice on the official bulletin board as soon as it becomes available.

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

For annual leave other than choice period, Form 3971 should be submitted in duplicate to the supervisor on duty.

Annual leave other than choice period will be considered on a first-come, first-served basis with 1 carrier, including CCAs, guaranteed leave.

When possible such leave requests should be made 48 hours in advance of the time period requested.

When 2 or more carriers, including CCAs, request the same day off and submit Form 3971 on the same day, decision on approval or disapproval of the leave requests will be made by seniority.

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

The following order will be used for holiday scheduling:

A. All part-time employees to the maximum extent possible, regardless of the necessity to pay overtime premiums.

B. All full-time regular employees who volunteer to work their holiday by seniority.

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

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

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

E. 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.

The overtime desired list will be administered by installation.

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

The employer agrees to show consideration for full-time regular or part-time flexible employees requiring light duty assignments.

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.

If possible, light duty assignments will be created as needed from the existing work duties, within the individual carriers limitations, without reserving specific assignments.

No carrier will be forced from his/her regular assignment or have their regular assignment modified in order to accommodate a light duty assignment of another employee.

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

A. Every effort will be made to assign the concerned letter carrier to productive duties which the ill or injured employee is able to perform without hazard to his/her health.

B. The parties agree to adhere to the principles of Article 13 of the National Agreement in considering light duty requests and establishing light duty assignments.

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 applying Article 12 of the National Agreement, the entire installation shall be considered a section.

19. The assignment of employee parking spaces.

A. Parking spaces in excess of USPS needs will be available on a "first-come, first-served" basis.

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.”



