

**November 21, 2010 through November 20, 2015**

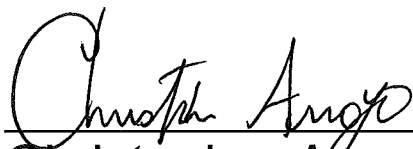
**Local Memorandum of Understanding**

**Between The**

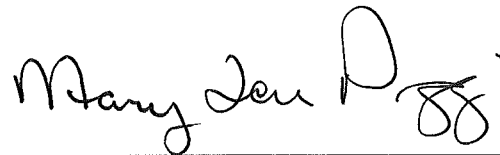
**United States Postal Service  
CHANDLER**

**And The**

**American Postal Workers' Union,  
AFL-CIO**



**Christopher Arroyo**  
Postmaster



**Mary Lou Pavoggi**  
President

## ITEM 1 WASH UP TIME

Wash up time shall be provided to employees according to the following rules:

1. Wash up time will not exceed five minutes.
2. Five minute wash up will be provided before lunch and at the end of the workday.

## ITEM 2 BASIC WORK WEEK

Full time regular employees in all APWU crafts shall have a fixed five day workweek. **Non Traditional Full-Time employees shall have a fixed work week.**

## ITEM 3 GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS

After a thorough review of Local Authority declarations when Postal authorities declare an emergency condition exists which endangers the well being of an employee, they shall take prompt action to alleviate such danger. At such times when an employee is outside the office and management communications, regarding the emergency which may affect his/her well being, can not be given him/her in a timely manner, it is natural for the employee to determine the proper actions to take based upon his mature good judgment; when if such is done, he/she shall communicate with management as soon as possible.

As soon as management ensures the safety of the employees, management will immediately notify the Union President and/or the Chief Steward.

In cases where local authorities/bio-hazard experts have found that bio-chemical agents or infectious diseases (i.e. small pox) has been introduced through the local mail stream, management shall minimize the potential for exposure in accordance with the MI on emergency responses. Additionally, management, upon direction of the local authorities/bio-hazard experts, may evacuate the immediate area until the emergency response team and or law enforcement team can arrive and take control of the incident. Should an area be deemed contaminated by bio-chemical agents by local bio-chemical experts, the entire facility will be evacuated and employees will not be allowed to return until such time as the building has been cleared to enter by local authorities/bio-chemical experts. The Postal Service will have the right to relocate employees to different facilities in order to process the mail.

1. Bomb threats will be addressed as per Publication 159

## ITEM 4 FORMULATION OF CHOICE VACATION

Vacation boards will be established by facility, by craft and in maintenance, by occupational group.

The number of **career** employees on the rolls in the last pay period prior to April 1<sup>st</sup> and November 1<sup>st</sup> will determine the number of employees to be allowed off on annual leave. The number of leave slots shall be posted no later than April 1<sup>st</sup> and November 1<sup>st</sup>.

A vacation clerk will be established for each office. This vacation clerk will be responsible for maintaining the annual leave board during the year.

A vacation board will be circulated throughout the craft twice during each selection opportunity; 2 times before December 1. The board will be circulated starting with the senior clerk and continue through all members of the craft in order of descending seniority. Each employee will have the chart in their possession for no more than twenty four hours for each selection, during which time the employee will select and record their choice of vacation period. When an employee gets the board the first time, they may select up to a maximum of three weeks in increments of one, two, or three consecutive weeks. After the board has reached the most junior employee, the board will be circulated again in the same descending order. Seniority will determine preference in case of a tie. The total request of prime time circulation will not exceed 15 days.

During the vacation selection period an employee has the right to waive their turn with the board, with the right to reentry through the vacation clerk, based on their seniority, but without the right of preempting any vacation selections made by the other employees during the period they waived the board. In April, the vacation clerk will ask if anyone wants to cancel any of their prime time for the remainder of the year.

After an employee selects their choice of prime time, a Form PS 3971 will be completed in triplicate and submitted to the vacation clerk. The vacation clerk will initial the PS 3971 and return the third copy to the selecting employee and log the selection on the main vacation board and make every reasonable effort to turn the Form PS 3971 over to the scheduling supervisor within 3 working days of the closing of the choice vacation selection period.

When an employee chooses to cancel approved annual leave the cancellation must be submitted to the vacation clerk 7 days prior to the posting of the schedule for the following week, then immediately given to the scheduling supervisor.

ITEM 5  
DURATION OF CHOICE VACATION PERIOD

The choice vacation period shall be from January 1 through December 31.

ITEM 6  
BEGINNING OF THE EMPLOYEE'S VACATION

Annual leave will be posted and granted in accordance with the basic workweek. For purpose of annual leave, the first day of the workweek will be Monday.

ITEM 7  
CHOICE PERIOD OPTIONS

The selection must be in increments of 5, 10, or 15 consecutive working days.  
The supervisor and vacation steward will have until December 15 to complete and post the choice vacation schedule. **All employees will submit leave in increments based on their duty assignments.**

ITEM 8  
CONVENTION TIME AND JURY DUTY

Attendance at National or State Conventions will not constitute a prime time annual leave choice for any employee. One slot will be made available for any single week in addition to the prime time annual leave percentages for this purpose. When it is determined that military leave or jury duty falls within an employee's vacation, that employee will be given their option of another vacation; but military leave and jury duty will block out the slots during that period.

ITEM 9  
NUMBER OF EMPLOYEES ALLOWED  
OFF EACH ANNUAL LEAVE WEEK

The number of employees to be allowed annual leave during the choice vacation periods will be:

13% of the employee complement per section, with a minimum of 1, during the weeks in January through November.

10% of the employee complement per section, with a minimum of 1, during the weeks in December.

For the purpose of choice vacation scheduling and annual leave, a section is identified as follows by facility, craft, and in maintenance by occupational group:

1. Distribution clerks and SSDA's
2. Maintenance

Any new station, sections or crafts will be discussed with the APWU President.

Normal rounding off procedure will prevail; i.e. .5 or above to next full number, under .5 to lower full number.

ITEM 10  
LEAVE APPROVAL NOTICES

A copy of the approved PS 3971 will be returned to the employee as the official notice of the leave being granted.

ITEM 11  
YEARLY EARNED LEAVE NOTICE

The employer shall no later than November 1<sup>st</sup> publish on the bulletin board the date earned leave is credited to the employees.

For the duration of the Local Agreement those dates for the remaining years are as follows:

<u>Leave Year</u>	<u>Begins</u>	<u>Ends</u>
2011	January 1, 2011 PP 02-2011	January 13, 2012 PP 01-2012
2012	January 14, 2012 PP 02-2012	January 11, 2013 PP 01-2013
2013	January 12, 2013 PP 02-2013	January 10, 2014 PP 01-2014
2014	January 11, 2014 PP 02-2014	January 10, 2015 PP 01-2015
2015	January 11, 2015 PP 02-2015	January 09, 2016 PP 01-2016

ITEM 12  
ANNUAL LEAVE OTHER THAN  
CHOICE VACATION

Remaining annual leave selections after the close of the choice vacation selection will be available to employees on a “first come first served” basis.

A Form PS 3971 received on the same tour of duty, for the same period, will be awarded by seniority.

After prime time is completed, **all** annual leave requests will be submitted to the vacation board clerk. If no guaranteed time is available on the vacation board, the vacation board clerk will annotate the PS 3971 as “Board Full” and submit the PS 3971 to the scheduling supervisor for consideration **to be made within 72 hours. Where no decision has been made, the leave is considered automatically approved.**

Employees who wish to cancel pre-approved annual leave must notify Management **twelve (12) days** in advance of such cancellation of such leave starting. Should the employee fail to do this, approval of such cancellation of leave will be at Management’s discretion, unless cancellation is due to an emergency. Should an employee cancel leave, Management **and the vacation board clerk** shall **post immediately and** allow another employee to take leave during the same period.

1. All advance commitments of approved leave shall be honored unless in an emergency.
2. Management shall honor the annual leave of any employee reassigned into their installation.

SUBMISSION FOR SHORT TERM ANNUAL LEAVE – ALL CRAFTS

1. Those requests for same day annual leave submitted to your supervisor the first hour of duty will be acted upon no later than one (1) hour before the requested annual is to commence.
2. **When less than 8 hours is requested, those hours will be charted in the leave slot and the remaining time will be open to submit for. Example: If 4 hours is requested, 4 hours will be charted and the remaining 4 hours will be open in that slot.**
3. The official notification for leave will be the Form 3971, signed by the employee’s immediate supervisor, or their designee, either approving or disapproving the requested leave.
4. If Management fails to render a decision within the above time frames, then the leave is considered automatically approved.

### ITEM 13 HOLIDAY SCHEDULING

For the purpose of holiday scheduling a section is defined as qualified employees by craft, by station and by tour. The following order shall be followed on holidays for qualified employees by craft, by station and by tour:

- 1) **Volunteers from regulars who normally are scheduled to work that day.**
- 2) **Volunteers from regulars who normally are not scheduled to work that day.**
- 3) **Volunteers from PSE's.**
- 4) **Mandate PSE's.**
- 5) **Mandate regulars by inverse seniority regardless of whether the day is the employee's scheduled day off or non-scheduled day.**

The term "qualified" shall mean those skills necessary in order to be qualified for an assignment under the applicable craft provisions of the current National Agreement. Such skills must have been demonstrated in order to qualify for the assignment.

### ITEM 14 OVERTIME DESIRED LIST ADMINISTRATION

For the purpose of posting the Overtime Desired List at the Chandler Office, the posting will be made by section and by craft in each facility as follows:

1. **SSA clerks**
2. **Distribution clerks**
3. **Maintenance**
4. **Custodians**

Employees with more than one assignment on their bid position shall be allowed to sign each OTDL on their bid position.

Employees on the OTDL shall be scheduled for overtime on a rotating basis, with the first opportunity of each new quarter assigned to the qualified senior employee.

The term "qualified" shall mean those skills necessary in order to be qualified for an assignment under the applicable craft provisions of the current National Agreement. Such skills must have been demonstrated in order to qualify for the assignment.

When an Overtime Desired List full-time regular is declared the successful bidder for a job in a new section during a quarter, the employee will have the opportunity to sign the Overtime Desired List in the new section within 10 days of the effective date of the assignment.

ITEM 14 – (continued)  
OVERTIME DESIRED LIST ADMINISTRATION

Whenever a PSE is converted to career during the quarter, the employee will have the opportunity to sign the Overtime Desired List within 10 days of the effective date of the conversion.

Employees on the Overtime Desired List can withdraw their names from the list, in writing, anytime during the quarter. The withdrawal will be effective, under normal circumstances, no later than 3 days from submission; however if an employee is scheduled to work overtime, the employee must honor the posted schedule. The employee must remain off the OTDL for the rest of the quarter.

Should an employee be absent during the 2 week period prior to the start of the calendar quarter, the employee may place their name on the OTDL by submitting written request to their immediate supervisor. A copy of the letter will be given to the APWU steward.

Except in an emergency, normally all employees will be given a one hour notice when overtime is required.

ITEM 15  
LIGHT DUTY

Management will give the local union president advance written notification when it is proposed to reassign an ill or injured light or limited duty employee to a cross-craft assignment into an APWU represented craft.

There shall be no official temporary or permanent light duty sections or work areas. Each request for temporary light duty assignments shall be adjudicated on its own basis and temporary light duty assignments shall be granted at that time if deemed warranted by the situation at hand. No regular employee on a bid job will be adversely affected because of light duty assignments.

ITEM 16  
ESTABLISHING LIGHT DUTY ASSIGNMENTS

No official temporary light duty assignments will be established; however, management and union recognize their responsibility to aid and assist regular employees who through illness or injury are unable to perform their regularly assigned duties. When written requests for light duty assignments, supported by medical evidence as so stipulated in the National Agreement, are received, each request will be adjudicated on its own basis and light duty privileges will be granted if deemed warranted by the situation at hand. To the maximum extent practical, light duty assignments will be found within the requesting employee's craft. Light duty assignments will not adversely affect any member of the regular work force. When requests for permanent light duty assignments are received, the local APWU Union President or designee shall be consulted.

If any employee of another craft is to be assigned light duty in the APWU Craft, the amount of duty time available, the hours and the duration shall be established through a discussion with management, the employee and the local APWU President or designee.



## ITEM 18 REASSIGNMENT

When it is proposed to reassign excess employees to the needs of a section, a section will be identified by facility, by craft, by tour.

For the purpose of reassignment outside of the installation, the entire installation will be considered one section by craft, regardless of Tour.

## ITEM 19 PARKING

1. Parking at the Chandler Post Offices will be on a "first come first served" basis except in those spaces designated for official government vehicles.
2. Management shall designate one parking space for APWU representatives at the Main office and one at each additional facility, if available.

## ITEM 21 LABOR/MANAGEMENT MEETINGS

Management will supply the APWU with locking bulletin boards at each facility, one per station.

Local Labor/Management meetings will be held on a quarterly basis. Additional meetings will be held in order to discuss timely issues. Additional meetings will be held between the Postmaster and/or designee and the APWU staff. The agenda items will be submitted to the other party at least one week in advance of the scheduled meeting.

ITEM 22  
SENIORITY, REASSIGNMENTS, AND POSTING

CLERK CRAFT

- A. All newly established clerk craft duty assignments shall be posted to Clerk Craft employees eligible to bid within 28 days.
- B. Vacant Clerk full time duty assignments shall be posted to full time employees eligible to bid within 28 days.
- C. The notice shall remain posted for 10 calendar days.
- D. The successful bidder shall be placed in the new assignment within 14 days after award.
- E. In the Clerk Craft, when the reporting time of an occupied bid position is permanently changed by more than one (1) hour and up to two (2) hours, the incumbent shall have the option to accept or reject the change. If the incumbent rejects the change, the bid job will be reposted, and the incumbent will become an Unencumbered employee.
- F. The local APWU President or designee will be notified by management when a determination is to be made concerning a sufficient change of duties, principle assignment area or scheme knowledge requirement to cause the duty assignment to be reposted. Should the APWU President determine that the job should be reposted, the job will be posted.
- G. Residual Vacancies – Full Time Duty Assignments:
  - 1. Follow the guidelines established regarding unencumbered assignments.
    - a. The notice shall remain posted for 10 calendar days.
    - b. The successful bidder shall be placed in the new assignment within 14 days of close of bidding.
- H. Back-Up Bidding Procedures  
The following applies to back-up bidders receiving jobs after the close of bids and before the award announcement; employees who are awarded back-up bids and will be awarded a bid position on the current cycle will be given the option of accepting the previous job or the current position. In addition, the employee will only be charged for one (1) bid regardless of which job is selected. Failure to respond to the option of keeping the back-up award will result in the employee being awarded the latest bid.

MAINTENANCE CRAFT

- A. When a vacant or newly established duty assignment is to be filled, Management shall post a notice of intent for a period of seven (7) days.
- B. All vacant duty assignments shall be posted by notice of intent within thirty (30) days from when the vacancy occurs.
- C. Newly established or vacant duty assignments shall be filled by senior employees on the appropriate preferred assignment register established on the basis of assignment selection forms submitted by Maintenance Craft employees.
  - 1. Within the first fourteen days of each January, Management will post a notice advising maintenance employees of the opportunity to submit changes in preferred assignment selections.
  - 2. Maintenance employees will have until January 31 to indicate preference(s) for any vacancies that may occur during that year.
- D. A position will be reposted if a change is made of more than one hour from the original posted start time.

## COMMUNICATIONS

Copies of the invitation of the invitations, notice of job awards, disqualification or reassignments, related to bid jobs and job descriptions, new general orders, administrative bulletins, and/or any other notifications concerning APWU Craft employees will be furnished to the Local APWU President and the Chief Steward by the **Postmaster**.

Posting and furnishing of an updated seniority list shall be made on a quarterly basis for all APWU crafts. A copy of the seniority list will be provided to the local APWU President, and the Chief Steward, on a quarterly basis by the **Postmaster**.