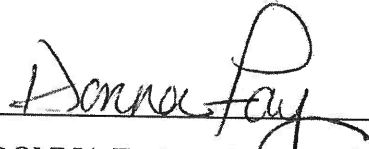


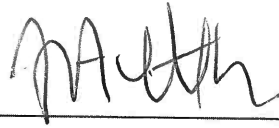


SEPTEMBER 21, 2018 - SEPTEMBER 20, 2021

**LOCAL MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
PEORIA INSTALLATION
AND
AMERICAN POSTAL WORKERS UNION, AFL-CIO
PHOENIX METRO AREA LOCAL 93
IN WITNESS WHEREOF**



DONNA FAY - POSTMASTER, PEORIA
INSTALLATION

 11/6/2020

JOE CUCCINOTTO - PRESIDENT,
PHOENIX METRO AREA LOCAL

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ITEM 1- WASH UP TIME

Wash up time shall be provided to those employees who perform dirty work or work with toxic materials according to the following rules:

- A. Reasonable wash up time not to exceed 5 minutes. Management may grant additional time if the situation warrants it.
- B. Wash up time may be used before lunch and at the end of the work day.

ITEM 2 - WORK WEEK

All regular employees shall have either fixed or rotating days off.

ITEM 3 - GUIDELINES FOR CURTAILMENT OF POSTAL OPERATIONS

In case of curtailment or termination of Postal Operations, the Local APWU President and the Chief Steward will be notified as soon as possible of such action.

The Postmaster or designee may make a determination to curtail or terminate Postal Operations due to the following conditions:

1. Acts of God
2. Any police action preventing employees from reaching work which does not arise out of any action on the part of the involved employees.
3. At any time the area is ordered to be evacuated by Civil Authorities.
4. Act of terrorism.

When an alleged explosive device has been discovered or a threat or act of terrorism has been made against the postal facility and verified by a postal and/or city official,

the facility shall be completely evacuated until all safety measures have been taken by the proper authorities.

In the event of a curtailment or termination of postal operations, management shall attempt to notify all employees. The Postal Service will have the right to relocate employees to different facilities in order to process the mail.

ITEM 4 - FORMULATION OF LEAVE PROGRAM

For the purpose of leave, the Peoria Post Office will be defined as follows:

1. Downtown Office: all Clerks
2. Main Office by section: 1.) Window clerks 2.) Distribution clerks
3. Maintenance

A. In the Clerk Craft, between November 1 – November 15 each year the Local President (or designee) and Postmaster (or designee) will meet and list for the upcoming Choice Vacation Period, by job number, to which board each job number is assigned, either the Window Leave board or the Distribution Leave board.

B. Vacation list and seniority roster will be posted by November 15th. Management must post a list showing the number of employees who can be granted annual leave during choice periods. The section shall be made by seniority, beginning with the senior employee.

C. Beginning November 15th of each year for the APWU Crafts applications will be accepted for choice vacation selection.

1. In increments of 2 calendar days, in groups of 3, each employee will be given the opportunity to make their first choice selection for prime time vacation.
2. If an employee fails to submit a choice selection within their time period, they will be placed at the top of the next group of employees.

D. Applications for annual leave shall be submitted in triplicate. The designated leave person will return 1 copy as proof of receipt.

- E.** If duplicate requests for the same period are received, the senior employee shall be given the leave, and the junior employee will be given an opportunity to submit another choice.
- F.** When an employee is on sick leave or some other leave, it shall be the responsibility of the supervisor to make a reasonable attempt to notify such employee of the open period for choice vacation.
- G.** The supervisor and union designee has until December 15th to complete and post the choice vacation schedule. Both the Union and management designee will be responsible for maintaining the leave board.
- H.** All advance commitments for granting annual leave must be honored except in emergency situations. Approved choice vacation leave will be honored by gaining installation/section when an employee is designated as excess to the needs of the section or installation.
- I.** Care shall be exercised to ensure that no employee is required to forfeit any part of their annual leave.
- J.** During the 2 rounds of bidding, it will be the employees responsibility to sign up for sufficient leave to assure a balance of 440 or less annual leave hours at the end of the leave year.
- K.** Non-bargaining unit employees will not be maintained on the leave board nor will they be counted against the number of employees allowed off during choice vacation. In order to be removed from the board, the employee must be in the non-bargaining unit at least a minimum of 1 week before and after the slotted vacation. Upon notification to management the non-bargaining unit employee will be removed.
- L.** If an employee wishes to cancel any part of their pre-approved annual leave they must notify management in writing 10 days prior to the start of the leave. Exceptions will be made in emergencies with management and Union consent. Within 24 hours of an employee canceling annual leave, the Supervisor will post a notice identifying the time canceled. Posting will remain up for 3 days. The leave will be awarded by seniority.
- M.** Normal rounding procedure will be .50 upwards.

ITEM 5 - DURATION OF CHOICE VACATION, PERIOD

The choice vacation period shall be from January 1st through November 30th and December 26 through December 31 of each year.

ITEM 6 - CHOICE VACATION START TIME

Monday will be the beginning of an employee's vacation period.

ITEM 7 - CHOICE VACATION OPTIONS

All employees will be afforded 2 choice vacation selections. Each selection will be acted upon individually beginning with the senior employee in each section. After recording is completed the choice vacation process will officially end.

Employees who earn 13 days annual leave per year may submit for up to 10 days of continuous leave during the choice period. The number of days of annual leave, not to exceed 10, shall be at the option of the employee.

Employees who earn 20 to 26 days annual leave per year shall be granted up to 15 days of continuous annual leave during the choice period. The number of days of annual leave, not to exceed 15 days shall be at the option of the employee.

ITEM 8 - JURY DUTY AND UNION CONVENTION TIME

Employees who are called for jury duty during their scheduled choice vacation or who attend a National, State or Regional (assembly) Conference during the choice vacation are eligible for another available period, provided this does not deprive any other employee of their scheduled vacations.

ITEM 9 - CHOICE VACATION MAXIMUM NUMBER OF EMPLOYEES TO BE ALLOWED OFF

1. Clerk Craft - The minimum number of employees to be allowed leave during the choice vacation periods will be 14% of each section. Any fraction of .5 will be rounded up to 1. If a section does not meet the .5 fraction, there will always be a minimum of 1 employee afforded leave in that section during every vacation period.

2. Maintenance Craft will have a minimum of 1 allowed per tour during every vacation period.

3. The maximum set forth above may exceed at any time based on the individual circumstances involved and the concurrence of the appropriate managing official.

An employee shall be allowed 2 selections for leave during prime time if the combination of both does not exceed the amount of annual leave earned per year (10 or 15 days).

ITEM 10 - CHOICE OF VACATION NOTICES

Official notice to employees shall be posted on a bulletin board. A duplicate copy of the approved 3971 shall be returned to the employee by December 15th.

ITEM 11 - LEAVE YEAR NOTICE

The employer shall no later than September 15th, publish on the bulletin board, the beginning of the new leave year, which shall begin the first day of the first full pay period of the calendar year.

In conjunction with the above publishing of the new leave year, the employer will post a reminder to the employee regarding the allowable amount of leave carry over per year, 440 hours.

ITEM 12 - ANNUAL LEAVE OTHER THAN CHOICE VACATION

At the completion of the choice vacation selections, or no later than December 16th, all remaining leave will be highlighted and reverted to non-choice vacation leave.

Annual leave requests for months of March through October will be at 14%.

Annual leave for the months of December, January, February and November will be at 12%.

All leave requests under this ITEM must be for the same leave year in which they are submitted.

If an employee in the section is on long-term leave, consisting of more than 7 days for reasons of health or/military leave, a minimum of 1 employee will be permitted annual leave even if long-term leave exceeds the 14% per section.

From October 15 through November 1 of each calendar year, each employee may submit a request for one increment of 8 hours for the time period December 1 through December 25. A minimum of 1 clerk and 1 maintenance employee will be allowed off in each facility. Each request will be acted upon by seniority no later than November 15th.

Applications for annual leave outside the choice vacation bidding for use during a service week shall be turned in by Wednesday of the previous service week.

When a 3971 is submitted in accordance with this timeline and there is an open slot on the leave board, that leave slip shall be approved.

When a 3971 annual leave request is not turned in by Wednesday of the preceding week, and there is an open slot on the leave board, based upon the needs of the service, that leave slip shall not be unreasonably denied

Employees who wish to cancel pre-approved annual leave must notify management within 10 days of the start of that leave.

Within 24 hours of an employee canceling annual leave, the supervisor will post a notice identifying the time canceled. Posting will remain up for 3 days. The leave will be awarded by seniority.

SUBMISSION OF SHORT TERM LEAVE

Failure of the supervisor to act upon a leave request under the guidelines set forth shall render the leave approved.

Requests for same day annual leave, the 3971 shall be handed to the employee's immediate supervisor or designee within the first hour of duty, and shall be acted upon 1 hour before the annual leave commences. If 2 or more requests are received for the same day and time frame seniority will prevail.

Form 3971 shall be handed to the employee's immediate supervisor or designee within the first 2 hours of duty.

Requests of 8 hours or less, requested for use within 7 days shall be acted upon by the end of the employee's tour.

Requests for 8 hours or more, requested within 30 days shall be acted upon within 3 calendar days.

Requests for 8 hours or more beyond 30 days shall be acted upon within 7 days.

ITEM 13 - HOLIDAY SCHEDULING

For the purpose of Holiday scheduling, each facility by tour and craft will be considered a section in the Peoria Post Office. The following shall be the method of scheduling employees:

1. All part-time flexible employees to the maximum extent possible, even if the payment of overtime is required.
2. All full-time and part-time regular employees who possess the necessary skills and have volunteered to work on their holiday or their designated holiday, by seniority.
3. Postal Support Employees (PSEs).
4. All full-time and part-time regular employees who possess the necessary skills and have volunteered to work on their non-scheduled day by seniority
5. Mandate full-time regular employees who do not volunteer on what would otherwise be their non-scheduled days by inverse seniority.
6. Full-time regular employees who do not volunteer on what would otherwise be their holiday or designated holiday, by inverse seniority.

The pecking order must be followed regardless of whether the scheduling will result in an employee(s) receiving penalty pay.

ITEM 14 - OVERTIME DESIRED LIST

Employees will have the option to sign 2 separate Overtime Desired Lists: a scheduled day off overtime desired list and/or a same tour overtime desired list.

The Overtime Desired Lists shall be posted as:

1. Peoria Downtown Station by craft.
2. Peoria Main Office by tour and by craft.
 - a. Tours are defined as:
 - i. Tour 1 begins at 8:05 PM

ii. Tour 2 begins at 4:00AM

3. Any future facility.

Maintenance craft will be established installation wide.

Management will make every effort to give employees a one hour notice prior to mandating overtime. Those employees who sign the OTDL may remove their name from the list, by written notice to the Union Steward and their immediate supervisor but will not be able to sign up again until the following quarter.

Those employees who transfer or are reassigned into another facility will be allowed to sign the OTDL within seven days of arrival in the section, as long as they were on the OTDL at the prior facility.

Those employees who become regular will have seven days from the date they became regular to sign the OTDL.

Management will post the Overtime Desired Lists and will keep all opportunities current.

When, during the quarter, the need for overtime arises, available Postal Support Employees with the necessary skills will be selected in order of their seniority on a rotating basis. Postal Support Employees' overtime assignments will be in accordance with Article 8.4.G of the Collective Bargaining Agreement

ITEMS 15, 16 & 17 - LIGHT DUTY PROCEDURES

There will be no established light duty assignments within each craft or facility. Such assignments will be created on an as needed basis under the guidelines of this Local Agreement and the National Agreement.

When an APWU employee requests light duty, the USPS will make every effort toward assigning the employee to light duty consistent with the employee's medically defined work limitations. In assigning such light duty, the USPS should minimize any adverse or disruptive impact on the employee. The following considerations will be given in effecting such light duty assignments.

1. Modifying the existing assignment.
2. Reassignment in craft within the same hours as the employee's regular duty assignment.
3. Modification of hours on the same tour as the employee's regular duty assignment.

4. Reassignment within craft on another tour.
5. Reassignment within craft in the installation.
6. Reassignment within another craft.

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

Final decision of the assignment will be decided by the installation head, as per the National Agreement.

ITEM 18 - SECTIONS FOR REASSIGNMENTS

For the purpose of reassignment within an installation, the identification of assignments comprising a section, when it is proposed to reassign excess employees to the needs of a section, a section will be identified by a facility, by craft, by tour.

When excessing to the needs of the installation, the installation will be considered one section regardless of tour, by craft.

ITEM 19 - EMPLOYEE PARKING PLACES

Management agrees to maximize the number of parking spots for the employees. A sign will be made available for handicap parking at all facilities.

Management agrees to provide a designated spot in the postal parking lot for the APWU representatives at all facilities.

Plans for parking for new facilities within the installation will be discussed with the Local APWU President and/or designee.

Employee parking can always be an item that can be discussed in the labor/management meetings.

ITEM 20 - UNION LEAVE

If the requested leave falls within the choice vacation period and the request is submitted prior to the determination of the choice vacation period schedule, it will be

granted prior to making commitments for vacation during the choice period and will not be considered part of the total vacation plan for the facility.

ITEM 21 - LABOR MANAGEMENT MEETINGS

Regularly scheduled Labor/Management Committee Meetings will be held between the Phoenix Metro Area Local APWU Representatives and the Peoria management every quarter. Written minutes of these meetings will be provided to the Local APWU President or designee.

ITEM 22 - COMMUNICATIONS, REASSIGNMENTS, SENIORITY AND REPOSTING

Management will provide current seniority lists on a quarterly basis to the Union President and post a copy for all employees, to include all crafts within each facility.

The Union President will be provided an updated seniority list in the event there is any change in relative employee standings. All seniority lists shall be provided in accordance with the National Agreement.

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 seven calendar days.
- D. The successful qualified bidder shall be placed in the new assignment within ten days after bidding is completed.
- E. Any regular position will be reposted if a change is made of more than one hour from the original posted start time.
- 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 for 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:

1. Follow the guidelines established regarding unencumbered assignments.
2. Residual full time vacancies are posted for bid to part time regular employees eligible to bid within 28 days. Posting of residual full time duty assignments to part time regular employees will be concurrent with part time flexible preference
 - a. The notice shall remain posted for 10 calendar days.
 - b. Successful bidders shall be placed in assignment within 14 days of close of bidding.

H. Part Time Duty Assignments:

- a. Newly established and vacant part time regular duty assignments are posted to full time and part time regular employees who are eligible to bid within 28 days.
 - i. The notice shall remain posted for 10 calendar days.
 - ii. Successful bidder shall be placed in assignment within 14 days of close of bidding.

I. 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 a backup bid 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 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.

In the event the posting and bidding procedure goes on line at another facility, management will meet with the APWU well enough in advance in order to determine the submission process for bidding.

MAINTENANCE CRAFT

- A. When a vacant or newly established duty assignment is to be filled management will post a notice of intent for a period of seven days.
- B. All vacant duty assignments shall be posted by Notice of Intent within 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 registers established on the basis of assignment selection forms submitted by maintenance craft employees.
- a. Within the first 14 days of each January, management will post a Notice advising maintenance employees of the opportunity to submit changes in preferred assignment selections.
 - b. Maintenance employees will have until January 31 to indicate preferences(s) for any vacancies that may occur.
- D. A position will be reposted if a change is made of more than one hour from the original posted start time.