

**LOCAL  
MEMORANDUM  
OF  
UNDERSTANDING  
BETWEEN  
USPS  
AND  
BRANCH 791 N.A.L.C.  
MONROE POST OFFICE  
MONROE, WA 98272**

**November 2017**

## **MEMORANDUM OF UNDERSTANDING**

### **ARTICLE 8**

One overtime desired list will be posted for the Letter Carrier Craft, having two (2) columns, work assignment only and any assignment.

### **ARTICLE 10**

#### **SECTION 1**

The employer shall post the beginning of the new leave year by November 1 of each year.

#### **SECTION 2**

A leave chart will be posted and kept current so that carriers will know what leave time is available.

#### **SECTION 3**

Each letter carrier craft employee shall submit form 3971 in duplicate, for all leave requests both inside and outside of the choice vacation period, filling out the applicable items. A copy, signed by the responsible supervisor, will be returned to each carrier craft employee within three (3) working days for leave of one week or more, except in December. Less than one week requests shall be acted upon within a reasonable time (i.e. if airline tickets need to be purchased)

#### **SECTION 4**

Management shall notify all carriers by November 1 of the beginning and ending dates of the period for making selections during the choice vacation period.

#### **SECTION 5**

Carrier selections shall start on December 1 each year. Carriers will be given two (2) working days to make their selections by seniority. If they do not make their selections within the time limits, their selection will be approved after all other timely requests for the day of submission.

#### **SECTION 6**

Letter carriers will indicate their choice period on a list posted on the bulletin board.

#### **SECTION 7**

Canceled leave: All cancellations of Annual Leave shall be reposted when management is notified of the cancellation. Canceled annual leave will be available by seniority and with priority given to all carriers who did not have an opportunity to bid on the relinquished week during the December sign-up period. Such requests for canceled annual leave must be submitted on a PS form 3971 by the Tuesday preceding the service week in which the leave is requested.

#### **SECTION 8**

During the choice vacation period, Jury duty will not be considered as part of the quota of carriers off.

#### **SECTION 9**

The choice vacation period will begin with the second full week of May and continue through the last full calendar week in November.

## **SECTION 10**

The beginning day of a letter carrier's vacation period will be Monday.

## **SECTION 11**

Annual leave shall be granted as follows: Employees who earn 13 days annual leave per year shall be granted ten (10) days of continuous annual leave during the choice period. The number of days of annual leave, not to exceed ten (10) shall be at the option of the employee. Employees who earn 20 or 26 days annual leave per year shall be granted up to fifteen (15) days of continuous annual leave during the choice period. The number of days of annual leave, not to exceed fifteen (15) shall be at the option of the employee. Letter carriers at their option may request one (1) or two (2) selection(s) during the choice vacation period in units of either five (5) or ten (10) or fifteen (15) days.

## **SECTION 12**

During the choice vacation period, ten (10) percent of the employees shall be allowed off at a time. In those instances where computing the percentages does not result in a whole number and the fractional amount is .1 or higher, the next whole number shall be considered the correct figure. Additionally, the parties agree that because of the current number of employees, management will be allowed to employ a casual if necessary during the choice period in conjunction with Article 7 Section 1 of the National Agreement. One letter carrier will be allowed off during each week of the non-choice vacation period.

## **ARTICLE 11**

- (1) All part-time flexible employees, even if overtime is required.
- (2) City Carrier Assistant employees.
- (3) Full-time regulars who volunteer to work on their holiday or day designated as their holiday by seniority.
- (4) Full-time regulars who volunteer to work on their non-scheduled day-by seniority.
- (5) Full-time regulars who did not volunteer on what would otherwise be their non-scheduled day-by inverse seniority.
- (6) All other non-volunteer full-time regulars who would be working on their holiday- by inverse seniority.

## **ARTICLE 12**

It is agreed that the Monroe Post Office and its stations and branches shall be known as an installation.

## **ARTICLE 13**

A light duty assignment is any assignment within the physical capabilities of an employee who is temporarily or permanently incapable of performing his or her normal duties as a result of a non-job related illness or injury. All light duty assignments will be made in compliance with Article 13.2A,B &C

## **ARTICLE 24**

Annual leave to attend Union activities shall be part of the total choice vacation period, but will not be considered as part of the carrier's choice vacation selection. The Union will notify management of such activities as soon as possible.

## **ARTICLE 30**

### **SECTION '1**

Installation heads shall grant reasonable wash-up time to these employees who perform dirty work or work with toxic materials. The amount of wash-up time granted each employee shall be subject to the grievance procedure.

## **ARTICLE 41**

### **SECTION 1**

All carriers shall be on a rotating days off schedule, with the work week running from Saturday through Friday.

### **SECTION 2**

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 adjustment, 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.

### **SECTION 3**

Notice inviting bids shall be posted on an installation-wide basis.

### **SECTION 4**

Notice inviting bids for letter carrier craft assignments and for such other assignments to which a letter carrier is entitled to bid shall be posted on the official bulletin board for 10 days. Copies of the notice shall be given to the local Union. When an absent employee has so requested, in writing, stating his or her mailing address, a copy of any notice inviting bids shall be mailed to the employee.

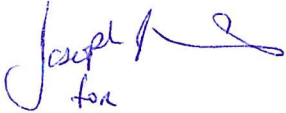
### **SECTION 5**

Letter Carriers shall make their bids in writing to the manager in charge by 9:00 AM on the final day. When more than one assignment is posted, letter carriers shall have the right to bid for all assignments, stating their preference (i.e. 1<sup>st</sup> choice 2<sup>nd</sup> choice\_etc.) A steward or other Union representative shall be present when bids are opened.

This memorandum of understanding is entered into on November 14th, 2017 at Monroe Washington, between the representatives of the United States Postal Service, and the designated agent of the National Association of Letter Carriers, Branch 791, AFL-CIO, pursuant to the Local Implementation Provision of the 2016 to 2019 National Agreement with the National Association of Letter Carriers, AFL-CIO.

In witness whereof:

Is! U.S. Postal Service

A handwritten signature in blue ink, appearing to read "Joseph" with a large flourish at the end, and the word "for" written below it.

Jim Sutliff, Postmaster  
Monroe Post Office  
Monroe, WA. 98272-9998

/s/ National Association  
of Letter Carriers, AFL-CIO

A handwritten signature in blue ink, appearing to read "Robert James" in a cursive style.

Robert James, President  
Branch 791, NALC  
Snohomish County