

LOCAL
MEMORANDUM
OF
UNDERSTANDING
BETWEEN
U.S. POSTAL SERVICE
AND
BRANCH 791 N.A.L.C.
MARYSVILLE POST OFFICE
MARYSVILLE, WA 98270

REVISED November 2017

ARTICLE: 8

TITLE: HOURS OF WORK

One overtime desired list will be posted for the letter carrier craft, having two (2) columns indicating work assignment and 12 hour.

ARTICLE: 8

TITLE: WASH-UP TIME

Installation heads shall grant reasonable wash-up time to those 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: 8

TITLE: HOURS OF WORK

All regular carriers (excluding routers) will be on a regular work schedule of five (5) days a week with rotating days off. If it is determined by operational conditions (i.e. five (5) day per week mail delivery as implemented nationally) all full time carriers will have a fixed day off, negotiated by the parties.

ARTICLE: 10

TITLE: ANNUAL LEAVE

Section 1. Vacation periods and the number of employees off in the carrier craft.

- A. To facilitate planning during the choice vacation period, leave will commence at 0001 Monday and end at 2400 on a Sunday. Carriers may cancel leave of less than one week by notifying management prior to end of tour of the day prior to such leave. Leave of one week or more may be canceled no later than seven (7) days prior to the scheduled start of such leave.
- B. The choice vacation period shall run for 26 weeks in duration and will begin the first Monday in April.
- C. In the Marysville Post Office a minimum of 2 (two) carriers (including CCA's) shall be allowed off during all times outside the choice vacation period. Management is encouraged to allow more than the minimum number allowed off whenever possible.
- D. Requests for emergency leave shall be granted in accordance with the ELR manual.

E. In the Marysville Post Office a maximum of 17% of the carrier work force (excluding casuals) shall be allowed off during each week of the choice vacation period. In instances where computing the percentage does not result in a whole number, and the fraction is .5 or higher, the next higher whole number shall be considered the correct figure.(e.g. 3.5 and above would become four (4) employees.) The compliment will be determined by the carrier seniority list as of January 1 of each year. Management is encouraged to allow more than the maximum number allowed off whenever possible.

F. Management will notify the employees of the beginning of the leave year by posting a notice on the carrier bulletin board and give a copy of such notice to the Union prior to November 1.

ARTICLE: 10

TITLE: ANNUAL LEAVE

Section 2. Formulation of Leave Program

A. All leave not taken on the first or second go around shall be on a first come first serve basis. The date and the time of properly filled out form 3971 will be the determining factor.

B. Management will make every effort to notify the employee concerning his/her leave request within forty-eight (48) hours.

C. Leave requests for annual leave not taken during the first and second go around in the carrier craft will be restricted to no more than two (2) approved leave requests at any one time.

D. Military leave and Jury Duty will not count as part of the carriers choice vacation period.

E. Management will keep a leave chart posted on the carrier bulletin board and up dated as requests for leave are approved.

F. Non-choice vacation leave requests for the coming leave year may be submitted at any time starting the 3rd Saturday in December of the current leave year.

G. Attendance at State or National Conventions will not be charged to the employee's vacation period. The Union will advise Management as soon as possible and before January 1, whenever possible, of the convention dates and the number of delegates attending.

Article 10

Title: ANNUAL LEAVE

Section 3 Choice of Vacation period

A. The annual leave bidding for the choice vacation period of the coming Leave Year shall commence the First Work Day in December. The selection schedule will be as follows: (i.e. excluding Sunday and Holidays):

Seniority Number	Work day
1 - 6	1
7 -12	2
13 - 18	3
19 - 24	4
etc	etc

B. During the choice vacation period bidding, the Union shall give all Employees at least seven (7) days advance notice of when it is their turn to bid for their vacation, excluding employees on vacation. Employees on leave during this period shall notify the Union in writing of their first and second choice for desired leave prior to beginning their leave during this bidding period.

C. Employees on their non-scheduled work day or leave may make their selection(s) by telephone when it is their turn to bid vacation . When this occurs, it shall be required that the first day on which the employee returns to duty they shall give written confirmation to their supervisor of their selection on a PS Form 3971.

D. During the initial choice vacation period bidding, the Union steward shall sign up carriers in seniority order beginning with the #1 senior Letter Carrier Craft member. Each carrier will be allowed to view the vacation chart which shall show all periods not bid upon. After review, the employee shall fill out PS Form 3971 in duplicate and their name shall be entered on the chart. After bidding for each day is completed, the vacation charts shall be posted on the carrier bulletin boards to allow preview of available vacation periods

E. An approved copy of the PS Form 3971 shall be returned to the employee indicating the choice vacation periods approved on the same day the PS Form 3971 is submitted.

F. Each carrier may make 2 choices, in the first round, in the choice period in increments of 5 or 10 days, up to the amounts specified in the National Agreement. City Carrier Assistants (CCA's) will make selections using relative standing, after the first go around.

G. In the second go around, only employees who did not make two selections or take fifteen (15) days may participate..

H. ARTICLE: 11

TITLE: SELECTION OF EMPLOYEES TO WORK A HOLIDAY; POSTING OF HOLIDAY WORK WEEK SCHEDULE

Holiday work week schedule will be posted on the Tuesday prior to such Holiday week.

Selection sequence will be:

1. All part time flexibles over 90 days.
2. All casual employees with needed skills.
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 juniority.
6. Full-time regulars who would be working on their Holiday or day designated as their Holiday, by juniority
7. A volunteer sign-up sheet shall be posted for Holiday work ten (10) days prior to each Holiday.

ARTICLE: 13

TITLE: LIGHT DUTY ASSIGNMENTS

If the need for light duty assignments are requested, Management will make every effort to consult with the Union on a case by case basis.

ARTICLE: 41

TITLE: CRAFT ITEMS

Section 1: Parking

If the current availability of employee parking spaces changes, said changes may be a topic at a local labor management meeting.

Section 2: Duty Assignments

Carriers will work their own duty assignments whenever possible. Whenever possible, a regular carrier who is required to work on his non-scheduled day will work his regular assignment provided the T-6 Utility Carrier can be moved to another route within his string. If no vacancy within the string is available, then the carrier may be moved where needed within the carrier craft.

Section 3. Abolished Routes.

The provisions of Article 41, section 3.0 shall apply.

This Memorandum of Understanding is entered into on November 14, 2017 at Marysville, 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:

/s/ U.S. POSTAL SERVICE

/s/ NATIONAL ASSOCIATION
OF LETTER CARRIERS

Delana Duncan
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Marysville, WA 98270

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NALC, Branch 791