MAIL HANDLER CRAFT MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on October Memorandum of Understanding constitutes the Union of North America, AFL-CIO, pursuant to the Local the National Post Office Mail Handlers, Watchmen, Messengers Implementation Provision of the 1987 National Agreement. This and Group Leaders Division of the Laborers' International the United States Postal Service and the designated agent of 1987, at Springfield, relating to local conditions of employment. MO, between the representatives entire agreement О Н

SECTION ď ADDITIONAL 0R LONGER WASH-UP PERIODS

Mail Handlers reasonable with and/or end toxic wash-up material performing time dirty wo shall before work ө Д out-to-lunch 9 or working granted

SECTION · ω GUIDELINES EOR CURTAILMENT OF TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OH EMERGENCY CONDITIONS.

- storms, Service determining etc., emergency of employees orders will heavy conditions such as Эď о њ e p the accumulation curtailed to considered civil extent to which the authorities and such as floods, ation of ice an ўУ assure Management and the and Postal severe safety snow local
- Management media such as operations. employees possible of employees time 0 H the include, termination telephone affected what shall shall television Such put action not 9 <u>م</u> attempt and/or 9 attempt notified the necessar ď curtailment 0 take. earliest available at radio. O notification S S notify ĎĠ sod go soon On-dut limited postal ible
- ω The condit Union ions ŭ shall be Ø timely manner. advised O ŀħ Q urr ent
- 4 employees be called Bomb Threats from building. immediately. and Scare: Civil Evacuation authorities 0 Hi all ф 0
- ហ guidelines Tornado safest Warnings: of local tornado part A11 0f personnel the build procedure will be ing under moved the

SECTION a FORMULATION OF LOCAL LEAVE PROGRAM

- provisions 1987 Mail useparate period. selections employees rounds Handlers These of Article ŗ. shall be the selections and National choice in accordance 10, allowed to make vacat Agreement. Section shall be ion selection with made two 0 H the מת
- 2 Kach the access Mail Tour for Superintendent will place Handler all Mail Bulletin Handlers. Board a chart for read art on ready
- Ψ Mail Handlers National þ. For accordance weeks not selected, with Ar Agreement. leave will ticle 10.5, ò Ф Д granted 0 the.
- sign-up Hor leave during prime period: time, after the initial
- 9 Q tnq For submitted the granted provided more leave leave than one of less seven period. 3 than one day, days leave request in adva .(1) advance week, shall ı.
- ਉ Requests must duplicate, and and þе handed on PS to the Form 3971, Supervisor
- <u>c</u> this limit procedure. O.H five times: shall ь Р placed on.
- 5. For weeks relinquished:
- (a) Weeks must be relinquished no later than three (3) weeks in advance.
- (b) Leave must be reposted immediately for a period of seven (7) days.
- <u>a</u> Periods of less turned in with Supervisor. less than a week can the approval of t the . Эď
- new Mail Handler's another tour. takes his/her who transfer leave from selection one 6
- Ö trading o f aca ion among Mail

SECTION C. (CONTINUED)

- $_{\bullet}^{\infty}$ of requested leave. Management shall approve or disapprove in writing within two (2) days after submission of PS Form 3971 and will return one copy to employee personally. If granted. duplicate, and Submission stated tendered above, leave shall does at shall be choice period least personally to least three (3) leave not return in writing applications when submitted after copy l be days Management on PS automatic ç employee ם Form 3971 advance as
- not in writing beginning requests tendered acted daily basis, riting on PS shall of requested leave personally nodn automatically ~be leave requests will be Form 3971, in duplicate λq to Supervisor. Management time. will be made approved prior Leave and

THE DURATION OF THE CHOICE VACATION PERIOD.

- first Saturday in March through the The of November. choice vacation period shall be ٠٠; third week from the
- 된 THE DETERMINATION EMPLOYEE'S VACATION PERIOD. ы О THE BEGINNING DAY 0 ΑN
- service week, after the emplo The vacation the employee's period starting first day two will days commence off. scheduled with
- UNITS OF EITHER 5 OR 10 DAYS: WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST PERIOD, TWO IN
- First take seniority--an employee may take selection 5 or la days: by seniority--an Second selection by employee may

- SECTION <u>ດ</u> WHETHER JURY DUTY STATE CONVENTIONS VACATION PERIOD YIUG SHALL AND ATTENDANCE E E CHARGED ΑT TO NATIONAL THE CHOICE OR
- period. ∄ p e shall attendance partie not ө Д <u>د</u> ا ហ charged National agree tο that 9 the State choice jury Convent duty vacat ions nor
- SECTION **=** WH O CHOICE DETERMINATION OF SHALL RECEIVE VACATION PERIOD. THE LEAVE MAXIMUM NUMBER EACH **医克瓦氏** OH OH DURING EMPLOYEES THE
- Fifteen choice vacation period. tour shall percent receive of Mail leave l Handlers each week during from each
- off When or more, each the percentage week. another employee exceeds Ø. shall be allowed whole. number by
- ECTION THE ISSUANCE OF OFFICIAL NOTICES OF THE VACATION SCHEDULE APPEMPLOYEE. APPROVED TO EACH EMPLOYEE
- granted notification. posted scheduled Mail Λq d to him/her no January 31. tour. choice Handler 0 f the vacation shali choice D later general receive periods vacation than roster s shall Ø two written period weeks о ф е
- SECTION ۲. DETERMINATION EMPLOYEES OH THE OE BEGINNING THE DATE AND OF THE MEANS NEW OF LEAVE NOTIFYING AVE YEAR.
- be posted on date Bulletin the Boards. ne₩ Λq November year

SECTION ㅈ PROCEDURES ANNUAL LEAVE FOR DURING SUBMISSION OTHER THAN H O THE CHOICE APPLICATIONS VACATION

FOR

- submitted after January shall PS Form 3971 to Management, least three days in advar РS automatically granted. Procedure employee. ä leave. writing other Form 3971 and will Management than for within Ħ submission of during not two days in advance shall approve done, the choice shall return after leave in leave Ьe O. Hi duplicate, one submission or disapprove ŗ. applications period when ne copy shall requested e Q g 0 f
- upon the g shall automatically be approved if not upon by Management prior to beginning t personally writing leave daily basis, leave requested. ťο пo Supervisor. Form requests 3971 Leave and will tendered request bе time
- SECTION WHETHER SHALL BE "OVERTIME BY SECTION DESIRED" LI AND/OR TOUR. LISTS HZ ARTICLE
- The Overtime Desired List shall be by Tour
- z ASS H O THE AFFECTED. THE IGNMENTS METHOD REGULAR WORK SO ΒE THAT USED NO FORCE REGULARLY ASSIGNED MEMBER NI RESERVING WILL Ħ ADVERSELY
- a regular bid position. Light duty as: established which concerned his/her hours 0 f effort the present work employee assignment for assignments shall not be hich will "bump" an employee from shall be craft the supplemental work force. on light 70 made reduces occupational the number of reassign duty wit dronb
- Cross of . vacant Handler Craft Memorandum of Understanding, shall method to obtain light duty outside the , 0 reserve light Craft. regular assignments assignments may nt duty. Article 20 establishment of

SECTION 0 THE CONSIDERED IDENTIFICATION LIGHT DUTY. OH ASSIGNMENTS THAT ARE 10 W Ħ

- 111 shall Light physical received or injured employees at licensed ьф duty capabilities and predicated from the assignments physician or employee. on the ij limitations chiropractor of the time medical diagnosis this installat √ 5. ∴ Ø 0f request such the ö
- will and assignment. Union Management discussion determine Representative shall О Н the meet with e duties of the physician's and after the consultation appropriate light prognosis duty
- SECTION שי THE IDENTIF SECTION. INSTALLATION IDENTIFICATION SI, TI SERVOIGME PROPOSED TO O H ASSIGNMENTS EXCESS TO REASSIGN WITHIN THE COMPRISING NEEDS OH H AN
- Carousel
- Sack Area Outgoing Parcel Post
- City Opening Pref
- Opening Non-Pref
- ω4π0rω City SCF (Opening Pref
 - SCF Opening Non-Pref.
- ØlØ 020
- Mail Staging & Spreading
- 10. Glenstone Station

Management, Ħ necessary by bo t, this Article λq poth can the e p Mail Handlers reopened. and

- Ö THE ASSIGNMENT S EMPLOYEE PARKING SPACES
- available, first-come, When and if parking such spaces first-served r. H will basis facilities p'e awarded become ao Ø
- ATTEND UNION ACTIVITIES REQUESTED PRIOR DETERMINATION OF THE CHOICE VACATION SCHEDULE O.L BEPART DETERMINATION AS OF THE TOTAL TO CHOICE WHETHER VACATION PLAN. ANNUAL LEAVE SI
- ۳ not Annual plan. ე დ leave to attend Union a part of the total choice activities vacation

- ŝ O.F. THOSE OTHER NEGOTIATIONS SIHISOTHER AGREEMENT AS PROVIDED ITEMS WHICH ΙN ARE THE SUBJECT CRAFT PROVISIONS TO LOCAL
- ARTICLE ф С 12.3 g ი ე <u>ი</u> installation-wide Bidding for duty assignments le basis.
- are Handlers assignments moved out first Will Α Ω, by juniority and then all of the φ. Ω Section. moved off Full-time and Partonly after ---Regular their Flexible Mail duty r all
- ARTICLE 12.4: Definition of a Section.
- (a) Job Within An Area
- (a) Туре 0 H Work
- Station -
- a Outgoing Incoming
- Section in ARTICLE 12.6 in the C4a: following manner: Employees

Ø

- (a) Casuals
- ਉ From Other Crafts Flexibles
- a
- Employees
 Part-time
 Full-time Regulars by Juniority
- SECTION Η. LOCAL IMPLE SENIORITY, IMPLEMENTATION OF ITY, REASSIGNMENTS THIS S AND AGREEMENT RELATING POSTING. TO
- Boards quart Mail Handler Installation Mai quarterly and will send a Handlers Union. head will ao all o official Bulletin seniority сору t 0 list the
- Handler сору shall posted notices which affect the Craft, including bid assignments. þе sent Ċ the Mail Handler Union Mail
- which specifically Union bid cards vacancies Noon by Official. bids can by a member marked MAIL will be will be be taken posted from the bid box of Management an placed in a HANDLERS BID ٦. മ manner pid and BOX. xod 0 f
- posted Handler vacancies g Union the Bulletin Admin. shall Vice þe Boards reviewed Pres: prior Λq the ç being Mail

IN WITNESS WHEREOF, each of the Memorandum of Understanding authorized representatives. the Parties g to be hereto has o caused this y its duly

For the U. S. Postal Service Springfield, MO 65801-9998

For the Mail Handler Union Local 297 - Springfield, MO

Page 9 of 9