

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

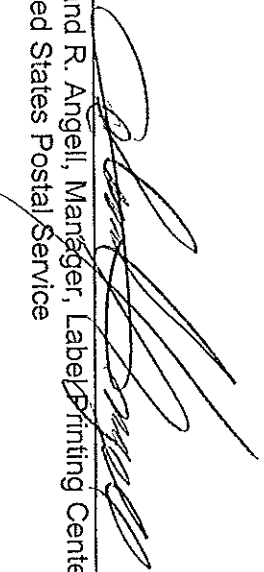
UNITED STATES POSTAL SERVICE
LABEL PRINTING CENTER

AND

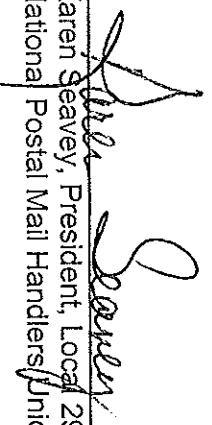
NATIONAL POSTAL MAIL HANDLERS UNION
LOCAL 297

NOVEMBER 20, 1998 – NOVEMBER 20, 2000

This Memorandum of Understanding is entered into on June 25, 1999 at Topeka, Kansas between the representatives of the United States Postal Service and the designated agent of Local 297, pursuant to the Local Implementation Provisions of the 1998 National Agreement with the National Postal Mail Handlers Union.



Leland R. Angell, Manager, Label Printing Center
United States Postal Service



Karen Seavey, President, Local 297
National Postal Mail Handlers Union

Article 30.2A

Additional or longer wash-up periods

Management shall provide a five (5) minute wash-up period before out to lunch and a five (5) minute wash-up period before end of tour.

Article 30.2B

Guidelines for the curtailment of termination of Postal Operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions

The parties recognize that the Postal Service is the most valid part of the communications machinery of the USA and that historically this installation has provided this service to the public without interruptions; therefore, as a matter of policy:

1. Postal Operations will not be curtailed or terminated at this installation unless the installation head determines that conditions so warrant. Consideration shall be given to overall conditions including but not limited to:
 - The safety and health of employees
 - Civil disorders
 - Acts of God
 - Hazardous weather conditions
 - Advice of local officials
 - Curtailment or termination of public transportation
1. Management shall notify the employees at the earliest possible time of curtailment or termination of Postal Operations. Such notification shall be given by public media such as TV, radio, or other available means.
2. All possible consideration will be given to the recommendation of the local union designated official.
3. The final decision shall rest with the installation head.

Article 30.2C

Formulation of local leave program

Selection of annual leave during the choice vacation period will be made during the month of February. The annual leave sign-up will be circulated by seniority in the section and will have one vacation slot and two slots for alternates.

Any employee desiring to cancel his/her choice vacation selection must notify his/her supervisor by returning the approved copy of PS Form 3971, Leave Request, annotating the cancellation in the remarks section no later than twenty-one (21) calendar days prior to the selected period. The supervisor will update the approved vacation schedule and notify the first alternate. If the first alternate has previously canceled their selection, the supervisor will notify the second alternate.

Choice annual leave period will be selected on the basis of seniority by section.
Sections for annual leave purposes shall be as follows:

Tour2

Computer Print Line Production Operators
Packer/Shippers

Tour 1

Computer Print Line Production Operators
Packer/Shippers

Leave requests of less than one (1) week shall be granted consistent with the needs of the service on a first-come/first-serve basis. To the maximum extent practical, the installation head will consider an employee's request for emergency leave. Each request for emergency leave will be considered on the merits of the individual situation.

Article 30.2D

The duration of the choice vacation period

The duration of the choice vacation period shall be from the Saturday nearest May 1st through the Saturday nearest October 31st.

Article 30.2E

The determination of the beginning day of an employee's vacation period.

At the employee's option, his/her vacation shall begin on the first day of the service week or on the first scheduled day following the employee's non-scheduled days. The choice shall be made when the employee makes their selections.

Article 30.2F

Whether employees at their option may request two selections during the choice vacation period in units of five (5) or ten (10) days

Employees may, at their option, request two (2) selections during the choice vacation period in units of either five (5) or ten (10) days. Employees may also make two (2) alternate leave selections.

Article 30.2G

Whether jury duty and attendance at national or state conventions shall be charged to the choice vacation period

Jury duty and attendance at national or state conventions shall not be charged to the choice vacation period.

Article 30.2H

Determination of the maximum percentage of employees who shall be charged to the choice vacation period

The maximum percentage of Mail Handler Craft employees to receive leave, if applied for, each week during the choice vacation period will be fifteen (15) percent.

Standard rounding shall apply.

Article 30.2I

The issuance of official notices to each employee of the vacation schedule approved for such employee

A PS Form 3971, submitted in duplicate, with the duplicate form returned to the employee, shall serve as the official notice of the choice vacation period approved for such employee.

Article 30.2J

Determination of the date and means of notifying employees of the beginning of the new leave year

Management will post on official bulletin board(s) no later than November 1st of each year notice of the beginning of the new leave year. A copy of said notice will be furnished to the union.

Article 30.2K

The procedure for submission of applications for annual leave during other than the choice vacation period

Applications for annual leave outside the choice vacation period of less than one (1) week cannot be submitted more than twenty-one (21) days in advance. Approved leave will be granted on a first-come/first-serve basis only when the PS Form 3971 is submitted in person to the supervisor. Leave requests for the next day leave shall be returned before the end of the tour. All other leave requests shall be returned within forty-eight (48) hours of submission.

Article 30.2L

Whether overtime desired lists in Article 8 shall be by section and/or tour

The overtime desired list shall be by section and tour. The sections will be as follows:

Tour2

Computer Print Line Production Operators

Packer/Shippers

Tour 1

Computer Print Line Production Operators

Packer/Shippers

Management will notify employee of required overtime two (2) hours prior to the end of their tour of duty. When sufficient time is not available, employees will be notified when the requirement becomes known.

Article 30.2 M. N. O

Mail Handler's request for temporary and/or permanent light duty assignments will be given proper consideration based on the employee's limitations/restrictions and good business practices.

The installation head shall show the greatest consideration for full-time regular or part-time flexible employees requiring light duty or other assignments giving each request careful attention.

Every effort shall be made to reassign the concerned employee within the employee's present craft or occupational group. After all efforts are exhausted in this area, consideration will be given to reassignment to another craft or occupation group within the same installation.

Article 30.2P

The identification of assignments comprising a section. when it is proposed to reassign within an installation. employees excess to the needs of a section

Tour2

Computer Print Line Production Operators

Packer/Shippers

Tour 1

Computer Print Line Production Operators

Packer/Shippers

Article 30.2Q

The assignment of employee parking spaces

Management will ensure employees have ample parking. Label Printing Center employees will be assigned parking areas close to their work area subject to the needs of Topeka Operations. The Local 297 Union official will be provided the nearest available parking space to the outside door of the local official's work area.

Article 30.2R

The determination as to whether annual leave to attend Union activities requested prior to determination of the choice vacation schedule is to be part of the total choice vacation plan

That annual leave to attend Union activities shall not be charged against the choice vacation period.

Article 30.2S

Article 12.3B5

The determination of what constitutes a sufficient change of duties, or principal assignment area to cause the duty assignment to be reposted

No assignment will be reposted because of change of duties unless the change in duties exceeds 50%.

Article 12.3E3e

Temporary reassignments not covered by Article 25, the movement of full-time Mail Handlers outside their bid assignment area

When it becomes necessary to move and assign full-time employees outside their bid assignment area, the principle of juniority shall apply.

Article 12.6C.4a

The identification of assignments comprising a section for reassignment within an installation of employees excess to the needs of a section

For the purpose of this item, sections shall be defined in Article 30.2.P.

Article 13.3

The principles of Article 30.2.M,N,O shall apply.

Article 30.2.T

Seniority

The designated Union official shall be provided with a copy of the Mail Handlers quarterly seniority list.