

**LOCAL MEMORANDUM OF UNDERSTANDING
Dallas Processing & Distribution Center**

MAINTENANCE CRAFT

This Memorandum of Understanding is entered into on Dec. 3, 2020, at Dallas, Texas between the representative of the United States Postal Service, and the designated agent of the Maintenance Craft, American Postal Workers Union, AFL-CIO pursuant to the local implementation provisions of the **2018-2021** National Agreement. This memorandum constitutes the entire agreement on matters relating to local conditions of employment in the Maintenance Craft.

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LOCAL MEMORANDUM OF UNDERSTANDING
Maintenance Craft

ITEM #1 - ADDITIONAL OR LONGER WASH-UP PERIODS

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.

ITEM #2 - THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF.

In Maintenance, only fixed work weeks of five (5) consecutive days shall be scheduled for full time employees.

ITEM #3 - GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS.

Termination or curtailment of Postal operations will be made by the installation head to conform to orders of local authorities, or as local conditions warrant because of emergency conditions, shall be based upon information available and received from local, state, and national authorities, and other official sources.

Management will communicate with the union concerning the appropriate action to be taken, where the emergency is of such a nature that advance notice is possible. Consideration will be given to "Acts of God" and physical limitations that jeopardize the safety and health of employees. Applicable provisions of the E&LM (Employee & Labor Relations Manual) may apply.

In the event of an emergency covered by Integrated Emergency Management Plan (TEMP), such plan will be implemented without delay.

ITEMS #4 & 11 - FORMULATION OF LOCAL LEAVE PROGRAM DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

A. There shall be two (2) vacation planning periods for all career employees. The first period shall be the month of December, and the second period shall be the month of January. Ten (10) days prior to December, notices will be posted on all official bulletin boards announcing the start of the vacation planning periods.

B. Employees voluntarily moving to a different unit or tour will take whatever vacation period is available on the vacation schedule. Management in the gaining unit or tour shall make the vacation selection(s) available to such employee within 14 days after assignment. An employee involuntarily moved will retain his/her original vacation selection(s).

C. Maximum effort will be made to accommodate an employee who would like to take extended leave, provided it would not be to the detriment of other employees.

D. In order to aid employees in using forfeitable annual leave, employees having forfeitable annual leave will be allowed to sign for the remainder of their forfeitable leave by the end of February.

E. Employees shall be permitted to cancel scheduled vacation by submitting a written notice to the immediate supervisor. Such written notices must be submitted at least ten (10) days in advance. If scheduled vacation is canceled, it will be offered to employees in the pay location and awarded by seniority consistent with the needs of the service. Forfeitable leave cannot be allowed.

F. All advance commitments for granting annual leave must be honored except in serious emergency situations. If the employee does not have enough annual leave accrued for entire scheduled absence, he/she shall be allowed to take the amount accrued. Management will consider individual circumstances when employees request supplemental LWOP (Leave without Pay).

G. Upon request and with approval of immediate supervisor, APWU Craft members desiring to attend monthly meetings of the Dallas Area Local, American Postal Workers Union, may be granted the necessary time off to attend these meetings.

ITEM #5 - THE DURATION OF THE CHOICE VACATION PERIOD.

The choice vacation period shall be January 1 through December 31.

ITEM #6 - THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD.

The beginning day of an employee's vacation week shall be at the option of the employee.

ITEM #7 - WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS.

Annual leave schedule shall be posted by February 1st. Employees shall be allowed until February 15th to make additional selections on a seniority basis.

During the first vacation selection period (December), employees shall be allowed to make (2) selections in groups of either five (5) or ten (10) days. During the second vacation period (January) they shall be limited to one (1) selection. The maximum shall not exceed the entitlement of Article 10, Section 3D 1 or 2 of the National Agreement.

1. Employees who earn 13 days Annual Leave per year shall be granted up to 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.

2. 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.

The sign-up list will be offered to employees by Preferred Assignment Seniority (PAR) in the occupational group and level. Each employee shall have twenty-four (24) hours to sign the vacation list. Those employees not at work when it is their turn shall be contacted jointly by the supervisor and the steward who will initial the list for the employee and the employee must sign the list upon return. If an employee cannot be contacted within twenty-four (24) hours, he/she shall be bypassed. An employee may provide the supervisor with a signed list of desired vacation choices in case of absence. The supervisor and steward shall initial the vacation book for the absent employee, who must sign the list upon return.

ITEM #8 & #20 - WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD. 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.

An employee ordered for military training, jury duty, or attending any National or State Convention representing the APWU or AFL-CIO during the selected vacation period is eligible to reschedule annual leave during any available choice vacation period.

ITEM #9 - DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.

- A. Twelve percent (12%) of the employees in each occupational group, per tour, shall be granted scheduled leave if requested
- B. Annual leave for part-time regulars at the stations and branches will be handled as one (1) unit with 12% allowed to sign up for annual leave at the same time if requested.
- C. In items A and B, all fractions of 0.5 and above will be rounded to the next full number, with a minimum of one (1) employee.

ITEM #10 - THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE.

After all vacation planning has been completed and prior to February 13th of the leave year, an official notice shall be issued to the employee upon request, showing his vacation period selections for the leave year. The official notice shall be signed by his supervisor.

ITEM #12 - THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.

To insure equality in the scheduling of annual leave, other than choice periods, a Daily Annual Leave Book will be kept at each station. Employees' names shall be placed in the Daily Leave Book for annual leave not to exceed five consecutive days and the request for annual leave no more than 30 days in advance of the time

desired. Requests for daily/spot/incidental annual leave shall be approved on a first come first serve basis. Requests received on the same date shall be approved on the basis of seniority.

Requests for annual leave shall be submitted via form 3971 in duplicate and handed to the supervisor. The supervisor will check the Choice Selection book for that particular date(s) to see whether the 12% is met or not. If not met, the leave requested by the employee(s) shall be approved and noted in daily annual leave book. Disapproved requests will be noted as well.

ITEM #13 - THE METHOD OF SELECTING EMPLOYEES TO WORK A HOLIDAY.

Maximum effort shall be made to grant employees holidays off, even to the extent of paying off day overtime.

The supervisor will determine the skills, number and categories of employees needed for holiday work. A request for volunteers meeting these requirements will then be posted well in advance for holiday schedule requirements. Management will post the schedule by the Tuesday preceding the service week in which the holiday falls. As many employees as can be spared will be excused from duty on a holiday or day designated as their holiday.

- A. All full-time and part-time regular who possess the necessary skills and have volunteered to work on the holiday or their designated holiday.
- B. All full-time and part-time regular employees whose scheduled non- work day falls on the holiday or designated holiday and possess the necessary skills and have volunteered to work even though the payment of overtime is required, subject to the provisions of Article 8, Section 5.
- C. Full-time and part-time regulars who have not volunteered to work on their holiday by juniority.
- D. Full-time and part-time regulars who have not volunteered to work their non-scheduled day by juniority, subject to the provisions of Article 8, Section 5.
- E. Employees whose choice vacation encompasses with a holiday will not be mandated for the holiday or designated holiday scheduled for the holiday.

ITEM #14 - WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE VIII SHALL BE BY SECTION AND/OR TOUR.

When overtime is found necessary and has been authorized, the announcement of said overtime shall be made at least thirty (30) minutes in advance, except in emergencies. Management at this time shall also announce the minimum amount of overtime to be worked.

"Overtime Desired Lists" shall be by section and tour, with each occupational group per principal assignment area on each tour defined as a section.

ITEM #15 - THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT.

Management shall consult with the designated steward or Craft Director concerning the establishment and designation of appropriate light duty. The first consideration for light duty shall be that of the employee's normal assignment, or duties available in their section, omitting such duties which may create a hazard to the employee, if such duties can be omitted without seriously affecting the work of the section.

ITEM #16 - THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORKFORCE WILL BE ADVERSELY AFFECTED.

- A. A Light Duty Committee shall be established for each craft represented by the APWU. The Union and Management shall each designate one representative for these committees for recommendation to management for assignment. The committee may interview the employee requesting light duty. In no case will an employee be bumped from a regular bid position by light duty assignments.
 - 1. All temporary light duty assignments which are not specific in duration will be reviewed monthly by the appropriate Light Duty Committee until such time that the employee is either assigned on a permanent basis to light duty or is returned to his assignment as per Article XIII.
 - 2. Each employee who has been assigned to a temporary light duty assignment under the terms and provisions of this Article shall report any change of his health status which permits him to go back to his/her regular duty to the Postmaster or his designee.
- B. For the good of the service and to provide adequate work, an employee on light duty may be assigned to another section. If less than eight (8) hours of work is available in the employees present tour, the employee may request assignment to another tour.
- C. An employee assigned to light duty outside the section in which he/she bid or was assigned shall not be eligible for higher level in lieu of employees regularly assigned to that section.
- D. Light Duty will be provided to the employee in their work unit to the extent possible. If work is not available in the employee's work unit, then work will be provided in other units to the extent possible, if available.
 - 1. The ill or injured employee will submit a light duty medical report completed by their physician specifying their medical limitations. The employee will make a request in writing and submit it with the completed light duty medical report to the pay location supervisor. The supervisor will attempt to make the necessary adjustments to provide work for the employee in their work unit when it is determined that the assignment will be for 30 days or less. The employee will be notified in writing if such an assignment will be made.
 - 2. If it is not possible to provide the work in the employee's unit or if the assignment will be for more than 30 days, then the request will be forwarded to the Light Duty Committee.

3. The Light Duty Committee will then determine if there is work available in excess of 30 days or in another unit (including on another tour).
4. If the light duty is approved, then the employee and the supervisor will be notified in writing by the Light Duty Committee indicating where the employee will work, including the employee's medical limitations and the duration of the assignment.
- E. Any "cross-craft" assignments to light duty not consistent with this Article shall be considered detrimental to the craft to which the assignment is made.
- F. The APWU President of the Dallas Area Local will be notified in writing of any cross-craft light duty assignments to the Maintenance Craft.

ITEM #17 - THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.

It is agreed that no specific duties or assignments are designated as light duty assignments. Each request for light duty will be considered on its merits in accordance with pertinent provisions of the National Agreement. Maximum effort must be made to assign an employee who is recovering from an illness or injury to duties which he can perform, with due consideration given to the nature of the illness or injury and the availability of such duties. A doctor's certificate specifying the limitations on the duties an employee may perform must be one of the guidelines in placing the employee in a light duty assignment.

ITEM #18 - THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.

Each occupational group, and tour, in the Maintenance Craft shall be considered a section for the purpose of identification of assignments comprising a section when it is proposed to reassign within an installation, employees excess to the needs of a section.

ITEM #19 - THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

First come first served in Employee's designated area.

ITEM #20 - 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.

See Item #8

ITEM #21 - THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT.

Change of principal assignment area for ninety (90) days shall be considered cause for reposting. Change of reporting time of more than two (2) hours shall be cause for

reposting.

A. Principal Assignment Areas

1. Building Services - each building or station

2. Building Maintenance - by building or station
3. MM, MPE/ET - by building or station.
4. Maintenance Support Office - by building or station.
5. Field Maintenance Office - by geographical area

B. The addition or deletion of relief duties shall be cause for re-posting.

Relief positions shall be kept to the minimum and will be posted separately to insure the requirements of Article 38, Section 7. C.2. are met. The lack of utilization of a position for relief for six (6) months shall be cause for deletion of the duties. The Preferred Assignment Register (PAR) forms shall clearly indicate relief positions separately from regular positions.

MAINTENANCE CRAFT CARRY-OVER ITEMS:

The following are carry-over items in the Local Memorandum of Understanding not inconsistent or in conflict with the **2018-2021** National Agreement and shall remain in effect during the term of this agreement, unless changed by mutual agreement.

LOCKERS:

Management will endeavor to provide space, in addition to personal lockers, for maintenance employees who need it (for example, ET's or MPE's) in order to store books, training material, and other material pertinent to the performance of their jobs.

HIGHER LEVEL PAY:

Management shall supply PS Forms 1723 to those employees performing short-term, higher level details for each detail period. Forms 1723 for long-term details shall be provided for each pay period. For the definition of immediate work area for higher level pay, each tour of the Maintenance Section is designated as an immediate work area.

TRAINING PROGRAM:

Management and the Union agree that an efficient training program should be maintained and both parties agree to initiate action to provide a continuing program.

Employees may have an "On The Job" training period on Tour 2 as follows:

Custodial: Two Weeks All

Others: Six Weeks

Certified OJT will be scheduled as needed. This will not require out-of-schedule overtime payment for the OJT.

ROUTE SHEETS:

Route sheets will be updated as criteria changes and time allowed will also be changed.

SCHEDULE OF MAINTENANCE THROUGH MAINTENANCE CONTROL:

All work done by Maintenance will come through Maintenance Control, except emergencies.

HOUR OF WORK:

A. Management will advise the Union on any permanent change in the basic work week, including changes in daily hours of work, whether for individual assignment of a group of assignments on the work tour.

B. It is local management's intention to continue and improve good labor management relations. To this intent, management fully intends to have prior consultation with the APWU regarding programs to be implemented which it is anticipated will reduce work hours of either full-time or part-time employees. This consultation will take place as far in advance as is reasonably possible.

C. When a vacant or newly established duty assignment, either full or part time, is posted, the employer shall forward a copy of the appropriate notice of intent to the local union.

SALARIES AND WAGES:

Paychecks will be mailed to employees who are absent on payday due to an extended illness or extended vacation upon their written request.

Paychecks will be distributed to employees who are on duty on paydays. This, of course, is defined to mean to include those employees who regularly receive their checks on Thursday night after bank closings.

LEAVE:

A. Maintenance Management will issue instructions for call in procedures for employees.

B. When an Employee calls in requesting leave, the employee must call the designated number and identify themselves by name to the Employer, if requested and provide pertinent information to the Employer for entering on the PS Form 3971. The information shall be read back to the Employee for correctness upon the Employees request.

C. Employees who request Incidental annual leave on a Form 3971 four (4) hours prior to the end of their tour of duty, shall do so by handing the 3971 to their immediate supervisor or other management official with the authority to grant the leave. The employee shall be notified whether the leave is approved or disapproved prior to the end of their tour of duty. Failure by the supervisor to notify the employee of approval or disapproval of his/her request, by the end of the employee's tour of duty, will result in the request being automatically approved.

HANDBOOKS & MANUALS:

It is agreed that the employer will make available to employees the Postal Service Manuals and a list of training courses in the training library of the Main Post Office. Employees will not interrupt their work to review this material without the permission of their s supervisors. These materials will be available in compliance with applicable laws and regulations.

The APWU will provide copies of the National and Local Agreements to be placed with the Postal Service Manuals and Postal Bulletin as reference material in PEDC.

**LOCAL MEMORANDUM OF UNDERSTANDING
Dallas Processing & Distribution Center**

MOTOR VEHICLE CRAFT

This Memorandum of Understanding is entered between the representative of the United States Postal Service, and the designated agent of the MOTOR VEHICLE CRAFT, American Postal Workers Union, AFL-CIO pursuant to the local implementation provisions of the **2018-2021** National Agreement. This memorandum constitutes the entire agreement on matters relating to local conditions of employment in the Motor Vehicle Craft.

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**LOCAL MEMORANDUM OF UNDERSTANDING
Dallas Processing & Distribution Center**

Motor Vehicle Craft

ITEM #1 - ADDITIONAL OR LONGER WASH-UP PERIODS.

A reasonable amount of wash-up time shall be granted for motor vehicle craft employees based on individual circumstances. Any employee who becomes saturated with oil or fuel shall have the time to wash up and/or change clothes immediately during his or her tour of duty, including overtime duty. Item # 1 applies to Postal Support Employees (PSE) as well.

ITEM #2 - THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF.

Work weeks will be established with fixed schedules maximizing as many Monday through Friday work weeks as practicable followed by as many Tuesday through Saturday work weeks as practicable.

ITEM #3 - GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS.

Termination or curtailment of Postal operations will be made by the installation head to conform to orders of local authorities, or as local conditions warrant because of emergency conditions, shall be based upon information available and received from local, state, and national authorities, and other official sources.

Management will communicate with the union concerning the appropriate action to be taken, where the emergency is of such a nature that advance notice is possible. The installation head or his designee will immediately notify the local APWU President or his designee when local authorities have advised management of local emergency conditions. Consideration will be given to acts of God and physical limitations that jeopardize the safety and health of employees. Applicable provisions of the E&LM may apply. In the event of an emergency covered by the Integrated Emergency Management Plan (TEMP), such plan will be implemented without delay.

ITEM #4 - FORMULATION OF LOCAL LEAVE PROGRAM. DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

ITEM #4 - FORMULATION OF LOCAL LEAVE PROGRAM. DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

- A. There shall be two vacation planning periods for all career employees and PTF. The first selection period shall start the first week of December ends no later than Dec. 31 and the second selection period shall start the first week of January ends no later than Jan. 31. Management will contact each employee

by seniority beginning the first week of December to make their selection of their vacation for first selection. The second selection will begin the first week of January and end by January 31.

- B. Maximum effort will be made to accommodate an employee who would like to take extended leave, provided it would not be to the detriment of other employees.
- C. Employees shall be permitted to cancel scheduled vacation by submitting a written notice to the immediate supervisor. Such written notice must be submitted at east fourteen days in advance. If scheduled vacation is canceled, it will be offered to employees in the pay location and be awarded in accordance with seniority consistent with the needs of the service. Forfeitable leave cannot be canceled.
- D. All advance commitments for granting annual leave must be honored except in serious emergency situations. If the employee does not have enough annual leave accrued for entire scheduled absence, he/she shall be allowed to take the amount accrued. LWOP will not be granted unless documented unusual circumstances resulted in the employee's annual leave being exhausted prior to the vacation period'.
- E. Upon request and with approval of immediate supervisor, APWU craft members desiring to attend monthly meeting of the Dallas Local, American Postal Workers' Union, shall be granted the necessary time off to attend this meeting.
- F. Leave shall not be denied an employee who has a death in his/her immediate family. Section 519.262 is to be referred to for definition of what constitutes immediate family. In all such circumstances, it is incumbent upon the affected employee to notify his/her employer of his/her intended absence so that suitable arrangements can be made to cover his/her absence.
- G. **Employees must submit in person a 3971 to his/her supervisor requesting incidental annual leave 4 hours prior to the end of his/her tour of duty in person, employee must not put/place 3971 on a desk or otherwise left for the supervisor's action. The employee shall be notified whether the leave is approved or disapproved prior to the end of their tour of duty, in conjunction with Item # 12. Management will make every effort to contact the employee to notify the employee by the end of his/her tour of duty, if no attempt is made the requested leave will be automatically approved.**

ITEM #5 - THE DURATION OF THE CHOICE VACATION PERIOD.

The choice vacation period shall be the entire year except for Dec. 1 through Dec. 24.

The beginning date of the new leave year shall be as follows for each leave year.

<u>Leave Year</u>	<u>Begins</u>	<u>Ends</u>
2021	January 2, 2021	December 31, 2021

2022	January 1, 2022	January 13, 2023
2023	January 14, 2023	January 12, 2024

ITEM #6 - THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD.

The vacation period shall commence on the first scheduled work day after the employee's nonscheduled day of the individuals work week signed for in the vacation book. Objectives being to permitting nine continuous days off with 40 hours annual leave.

ITEM #7 - WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD IN UNITS OF EITHER 5 OR 10 DAYS.

Employees may make two selections in units of either five or ten days with maximum of 15 days annual leave on the initial round of signing depending upon earned leave category. Those personnel who earn 13 days per year may sign for maximum of 10 days annual leave and personnel who earn 20-26 days may sign for maximum of 15 days.

ITEM #8 & #20 - WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.

Annual leave to attend union activities requested prior to determination of the choice vacation schedule is to be part of the choice vacation plan

ITEM #9 - DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.

For the purpose of vacation planning, at least 13% of a vehicle operations personnel by tour shall be granted scheduled annual leave in any week during the choice vacation period.

For the purpose of vacation planning, at least 13% of the vehicle maintenance personnel by tour shall be granted scheduled annual leave in any week during the choice leave period.

Every reasonable effort will be made to grant pre-scheduled leave when an employee moves from one section to another.

ITEM #10 - THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR ALL EMPLOYEES.

Approved duplicate Form 3971 will be returned to the employee at the time of selection.

ITEM #11 - DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

Reference National Agreement, Article 10, Section 4.A. The employer shall, no later than November 1, publicize on bulletin boards and by other appropriate means the beginning

date of the new leave year, in accordance with Item # 5 leave calendars.

ITEM #12 - THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.

To insure equality in the scheduling of annual leave, other than choice periods. The Request for annual leave not to exceed five consecutive days and the request for annual leave no more than 30 days in advance of the time desired. Requests for daily/spot/incidental annual leave shall be approved on a first come first serve basis. Requests received on the same date shall be approved on the basis of seniority.

Requests for annual leave shall be submitted via form 3971 in duplicate and handed to the supervisor. The supervisor will check the Choice Selection book for that particular date(s) to see whether the 13% (for vehicle operations) and 13% (for vehicle maintenance) is met or not. If not met, the leave requested by the employee(s) must be approved.

Management shall make every effort to allow as many employees off during the time frame of December 1st through December 25th, on a seniority basis, depending on the needs of the service.

ITEM #13 - THE METHOD OF SELECTING EMPLOYEES TO WORK A HOLIDAY.

- A. The parties recognize the importance of proper holiday scheduling and agree to the principle of scheduling the minimum number of employees necessary to carry out the service needs.

- B. An invitation for volunteers meeting holiday requirements will be posted 10 days in advance for the holiday scheduling. Management will post the work schedule by the Tuesday proceeding the service week in which the holiday falls. As many full-time as can be spared will be excused from duty on a holiday or day designated as an individual's holiday. **Management will not arbitrarily mandate any full time employee not on the list to work unless all PTF have been utilized.**

Scheduling precedence will be as follows:

1. All Full-Time Regular Employees who possess the necessary skills and have volunteered to work on the holiday or their designated holiday.
2. All Full-Time Regular Employees whose scheduled non-workday falls on the holiday or designated holiday and possess the necessary skills and have volunteered to work, even if payment of overtime is required by seniority.
3. **All Part-Time Flexibles (PTF)**
4. Full-Time Regular Employees who have not volunteered to work on their holiday and possess the necessary skills, even though the payment of overtime is required, by juniority.
5. Full-Time Regular Employees who have not volunteered to work on their

non-scheduled day and possess the necessary skills, even though the payment of overtime is required, by juniority.

6. Employees whose choice vacation encompasses a holiday will not be scheduled for the holiday.

ITEM #14 - WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR.

In the motor vehicle craft, overtime desired list will be established by designation and tour within a facility and will be administered in accordance with Article 8 of the National Agreement.

When the need for overtime is found necessary management will notify the employees at least 2 hour before the employee's end of tour.

ITEM #15 - THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OF OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT.

- A. Every effort must be made to exhaust assignments within a craft before crossing crafts on the assignment of any APWU employee on light duty. The union will be notified as soon as possible when crossing crafts within the APWU is necessary.
- B. The greatest consideration will be made to find permanent tight duty Assignments on the employee's assigned tour.

ITEM #16 - THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULAR ASSIGNED MEMBER OF THE REGULAR WORKFORCE WILL BE ADVERSELY AFFECTED.

- A. Light Duty Committee shall be established for each craft represented by the APWU. The union and management shall each designate one representative for these committees for recommendation to management for assignment. The committee may interview the employee requesting light duty. In no case will an employee be bumped from a regular bid position by light duty assignments.
- B. All temporary light duty assignments which are not specific in duration will be reviewed monthly by the appropriate light duty committee until such time that the employee is either assigned on a permanent basis to light duty or is returned to his/her assignment as per Article 30, 8, 9, 10, and 11.
- C. Each employee who has been assigned to a temporary light duty assignment under the terms and provisions of this article shall report any change of his health status which permits him to go back to his regular duty to the Postmaster or his designee.
- D. For the good of the service and to provide adequate work, an employee on light duty may be assigned to another section. If less than eight (8) hours work is available in the employee's present tour, the employee may request assignment to another tour.
- E. An employee assigned to light duty outside the section in which he bid or

was assigned shall not be eligible for higher level in lieu of employees regularly assigned to that section.

- F. Light Duty will be provided to the employee in their work unit to the extent possible. If work is not available in the employee's work unit, then work will be provided in other units to the extent possible, if available.
- G. The ill or injured employee will submit a light duty medical report completed by their physician specifying their medical limitations. The employee will make a request in writing and submit it with the completed light duty medical report to the pay location supervisor. The supervisor will attempt to make the necessary adjustments to provide work for the employee in their work unit when it is determined that the assignment will be for 30 days or less. The employee will be notified in writing if such an assignment will be made.
- H. If it is not possible to provide the work in the employee's unit or if the assignment will be for more than 30 days, then the request will be forwarded to the Light Duty Committee.
- I. The Light Duty Committee will then determine if there is work available in excess of 30 days or in another unit (including on another tour.)
- J. If the light duty is approved, then the employee and the supervisor will be notified in writing by the Light Duty Committee indicating where the employee will work, including the employee's medical limitations and the duration of the assignment.
- K. Any cross-craft" assignments to light duty not consistent with this Article shall be considered detrimental to the craft to which the assignment is made.
- L. Management will make every effort to assign motor vehicle craft employees and will advise the motor vehicle craft director or his designee if a light duty assignment for motor vehicle craft is to be filled by a member of another craft. Permanent light duty assignments and items not covered in the local memorandum will be administered in accordance with Article 13 of the National Agreement.

ITEM #17 - THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.

Light duty assignments shall consist of any available assignment which an ill or injured employee can perform without detriment to his co-workers and which does not aggravate the illness or injury from which the employee is recovering. Management will consult with the craft President or designee concerning the establishment and designation of appropriate light duty after review of each individual request. Some areas for light duty in the motor vehicle craft are:

- 1. Vehicle clean-up
- 2. General office work
- 3. Parts room

4. Parts runner
5. Custodial
6. Shuttling Vehicles
7. Drop and pick
8. Bobtail

ITEM #18 - THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.

Section defined as by designation, tour and facility.

ITEM #19 - THE ASSIGNMENT OF EMPLOYEE PARKING PLACES.

First come first served in Employee's designated area.

ITEM #20 - 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.

See Item #8

ITEM #21 - THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS WHICH ARE PROVIDED IN THE CRAFT PROVISIONS OF THE AGREEMENT.

- A. Local implementation of this agreement relating to seniority, reassignments and posting.
- B. **CHANGE IN HOURS** - When the reporting time of a work assignment is changed in excess of Two (2) hours, the assignment will be reposted to all qualified employees, **if the incumbent accepts the new reporting time, the assignment will not be reposted.**
- C. The employer agrees that for all motor vehicle craft employees, where a group of positions in the same occupational group and tour exists with the same days off, and it is proposed to change the off-days of any of the positions, that the positions to be reposted shall be selected on the basis of juniority of the incumbents. It is understood that the above applies to the off-days and reposting schedule only.
- D. **A driver roster seniority list and maintenance roster seniority list will be provided to the union as changes occur and consistent with other provisions of the National Agreement.**
- E. **If the Scheduled geographical area of an established run is changed more than 50 % or the total mileage of the run is changed by 50%, the job will be reposted, if the Craft Director request.**
- F. **At the request of the union in advance, all full-time regular motor vehicle craft positions (MVS & Maintenance) shall be posted once each calendar year, if requested by the union. Posting will be no later than November 1 and will remain posted for 10 days for observation and review. The effective dates of the assignments will be the beginning of the following leave years. Prior to the posting, the union shall be given ample time to review the proposed bid package to offer suggestions to maximize preferred days off as agreed to in**

ITEM #2

CARRY-OVER ITEMS

The following are carry-over items from the 2015 local memorandum of understanding not in consistent or in conflict with the 2018-2021 national agreement and shall remain in effect during the term of this agreement, unless changed by mutual agreement.

SAFETY AND HEALTH

- A. When it has been determined that assistance is needed in loading and/or unloading of vehicles, the employee should contact the platform supervisor and/or the dispatcher for assistance, and if needed assistance shall be provided.
- B. When brought to management's attention, management agrees to review the loading practices at the source from time to time to make sure that containers are not overloaded or hampers stacked too high for transport.
- C. Shop-wiping towel cloths and waterless hand cleaners shall be provided at all times to all employees on a round -the-clock basis.

REQUESTS FOR NEW POSITIONS:

- A. When a run has been shown to be an established eight hour within nine hour run for a period of six (6) months, and there is no indication that the run may be changed to less than an eight hour within nine hour run, a request will be filed with the Postmaster for a new full time position.
- B. Management will advise craft director or designee of run changes and solicit input for improved scheduling.

LOCKERS:

Upon receipt of a request for personal lockers, they will be provided if both lockers and/or space are available. Current practice of providing mechanics section with two lockers shall be continued.

JOB DESCRIPTIONS:

- A. A copy of all of the authorized position descriptions in the motor vehicle service will be maintained in the Dallas VMF. These position descriptions will be available to all personnel assigned to this facility and will be kept current by management. In the event an employee wants a personal copy of his individual job description, this will be supplied by management on request.
- B. It shall be the responsibility of management to make certain that all motor vehicle employees be given every reasonable opportunity for training and orientation on all the duties of the position.

HOURS OF WORK:

- A. Management will advise the union of any permanent change in the basic work week, including changes in daily hours of work, whether for individual assignment or a group of assignments on the work tour.
- B. It is local management's intention to continue and improve good Labor/Management relations. To this intent management fully intends to

have prior consultation with the APWU regarding programs to be implemented which it is anticipated will reduce work hours of full-time employee. This consultation will take place as far in advance as is reasonably possible.

- C. It is agreed that when it becomes necessary to abolish a run the incumbent shall not be arbitrarily assigned to another tour or non-workdays or have his or her begin or end tour changed for the remainder of that calendar year until the next annual bid.
- D. It is agreed that when it becomes necessary to abolish a motor vehicle maintenance position the incumbent shall not be arbitrarily reassigned to another tour or non-workdays or have his or her begin or end tour changed for the remainder of that calendar year until the next annual bid.

SALARIES AND WAGES:

Paychecks will be mailed to employees who are absent on payday due to an extended illness or extended vacation upon their written request.

SPECIAL PROVISIONS:

Regularly assigned vehicle operators and tractor-trailer operators may request to the Superintendent, Vehicle Operations, for a check of any or all scheduled trips of a run. Upon receipt of such request, management will comply within ten (10) da