

LOCAL MEMORANDUM OF UNDERSTANDING

UNITED STATES POSTAL SERVICE

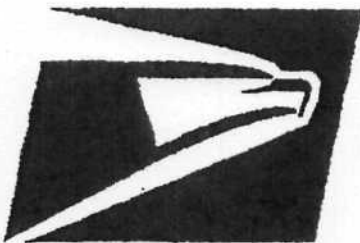
DALLAS, TEXAS

AND

AMERICAN POSTAL WORKERS UNION

DALLAS, TX AREA LOCAL

2018-2021



APWU


UNITED STATES POSTAL SERVICE
Dallas Processing & Distribution Center
Dallas, Texas 75260-9997

LOCAL MEMORANDUM OF UNDERSTANDING

2018 – 2021

This Memorandum of understanding is entered into on Dec. 3, 2020 at Dallas, TX, between the representatives of the USPS and the American Postal Workers Union, pursuant to the Local Implementation Provisions of the **2018-2021** National Agreement.

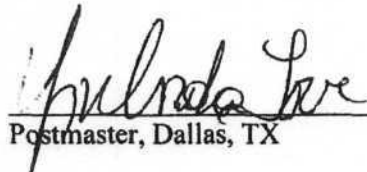
The parties have examined the provisions of the current National Agreement and agree that provisions of this Memorandum of Understanding are not in conflict or inconsistent with said agreement. This Memorandum of Understanding constitutes the entire agreement of matter relating to local conditions of employment.



Plant Manager, Dallas P&DC



President, Dallas TX Area Local



Postmaster, Dallas, TX

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CLERK CRAFT

LOCAL MEMORANDUM OF UNDERSTANDING Article 30 - Section B

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

The employer agrees and understands that employees represented by the APWU work in various levels of dirty conditions and substances. Management shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic material. Employees will be allowed a reasonable amount of wash-up time before lunch and before end of tour if their duties include handling newspapers, sacks or pouches, or if they are required to pick up toxic or dirty material. Employees who come in contact with toxic material, grease, stain, ink, paint, or other such dirty substances shall be allowed to wash up as promptly as possible. Item # 1 applies to Postal Support Employees (PSE) as well.

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

To the maximum extent possible, all full-time positions in the clerk craft shall have fixed consecutive off days (as per Article VIII, National Agreement).

When necessary to establish Non-Traditional Full-Time duty assignments, it will be established in accordance with MOU of 2010 National Collective Bargaining Agreement.

ITEM #3 - GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE 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 may apply. In the event of an emergency covered by the Integrated Emergency Management Plan (IEMP), such plan will be implemented without delay.

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

- A. There shall be two 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. By November 1, 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 vacation selection available to such employee within 14 days after assignment. Employees involuntarily moved will retain their original vacation selection.
- 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 14 days in advance, if scheduled vacation is canceled, it will be offered to employees in the pay location and awarded by seniority.
- F. If employees do not have annual leave to cover vacation selection, they can select the days of the vacation selection of their choice. Employees may be allowed to take LWOP to complete the remainder of that selected week consistent with the needs of the service.
- G. Upon request and with approval of immediate supervisor, APWU Craft members desiring to attend monthly meetings of the Dallas 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 the entire year except for Dec. 1 through Dec. 24.

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

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

<u>Leave Year</u>	<u>Begins</u>	<u>Ends</u>
2021	January 2, 2021	December 31, 2021
2022	January 1, 2022	December 30, 2022
2023	December 31, 2022	January 12, 2024

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

The beginning day of an employee's vacation period shall normally be Saturday. However, upon employee's request, management will make every reasonable effort to allow an employee to begin vacation the day following his/her first nonscheduled day consistent with the needs of the service. This includes the Main Post Office Window.

At Stations, Branches and Finance units, except the Main Post Office Window Section, Monday through Sunday shall be the leave week.

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 shall be granted as follow in accordance with Article 10 section 3.D 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.
3. The subject of whether an employee may at the employee's option request two (2) selections during the choice period(s), in units of either 5 or 10 working days, the total not to exceed the ten (10) or fifteen (15) days above, may be determined pursuant to local implementation procedures.

During the first vacation selection period, (December) employees shall be allowed to make two selections in groups of either 5 or 10 days (not to exceed 15 consecutive days of continuous annual leave) in accordance with Article 10 section 3.D of the 2010 C.B.A.

During the second selection, (January) employees shall be limited to one selection of 5 days (one week).

The total amount will not exceed the 10 or 15 days entitlement of Article 10 section 3.D of the national agreement.

Remaining Leave:

The remainder of the employee's annual leave may be granted at other times during the year, as requested by the employee.

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.

For purposes of vacation planning, each pay location shall be a separate section. At Stations and Branches, pay locations may be sub-divided by scheme ONLY (reporting times do not apply, except in the Main Post Office Window Section, and DFW Finance Unit, which will be sub-divided by tour).

A maximum of 14% (Conventional rounding- - minimum of 1 person) in each pay location, or scheme, if subdivided by scheme, will be granted scheduled annual leave during the choice period. During the month of June, July, and Aug., there will be 14% (all fractions rounded up).

Where best qualified and-senior qualified clerks are in the same pay location, they shall be treated as separate pay locations.

The percentage will be computed by the total number of employees in each pay location, or scheme if sub-divided by scheme, for the mail processing units on the rolls as of **November 1st, excluding those employees hired for the peak season holiday.**

The percentages will be computed by the total **number of employees on the roll as of November 1st** at stations and branches, **excluding those employees hired for the peak season holiday.**

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/her vacation period selections for the leave year. The official notice shall be signed by his/her 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. Employees' names shall be placed in the Daily Leave Book for annual leave not to exceed five consecutive days and no more than 30 days in advance of the time desired. The leave book is not leave approval. The percentages in Item #9 should be the governing factor. However, if leave is granted, the first name listed in the annual book shall have priority, providing the employees' necessary skills and qualifications are not needed. Bona fide emergency leave shall take precedence over the Daily Annual Leave Book.

PSE's request for annual leave will be done in accordance with PSE Annual leave Provision in CBA.

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

The supervisor will determine the skills, number and categories of employees needed for the holiday work in the section identified in Item # 14. A request for volunteers meeting these requirements should then be posted well in advance for holiday scheduling requirements. Management will post the schedule by the Tuesday preceding the service week in which the holiday falls. As many full-time regular scheduled employees as can be spared, will be excused from duty on a holiday or day designated as their holiday.

- A. All Full-Time Regular Employees who possess the necessary skills and have volunteered to work on the holiday or their designated holiday.
- B. All Postal Support Employees (PSE) to the extent possible, even if the payment of overtime required.
- C. 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.
- D. Full-Time Regular Employees who have not volunteered to work on their on their holiday and possess the necessary skills, even though the payment of overtime is required, by juniority.
- E. 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.
- F. Employees whose choice vacation encompasses a holiday will not be schedule for the holiday.

CUSTOMER SERVICE CLERICAL PERSONNEL ONLY

When it is anticipated that an eight (8) hour assignment will be available on a holiday or day designated as a holiday, the following holiday schedule procedure will apply: The supervisor will determine the skills, number and categories of employees needed for holiday work. A request for volunteers meeting these requirements should 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 full-time regular schedule employees as can be spared will be excused from duty on a holiday or day designated as their holiday.

- A. All Full-Time Regular Employees who possess the necessary skills and have volunteered to work on the holiday or their designated holiday.
- B. All Postal Support Employees (PSE).
- C. 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.
- D. Full-Time Regular Employees who have not volunteered to work on their on their holiday and possess the necessary skills, even though the

payment of overtime is required, by juniority.

- E. 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.
- F. Employees whose choice vacation encompasses **with** a holiday will not be **mandated** for the holiday **or designated 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.

Sections for the purpose of establishing overtime desired list shall be as follows:

1. Business Mail Entry Unit, Dallas, by tour
2. Mailing Requirements, by tour
3. Budget & Financial Analysis, by section, by tour
4. Accounting Services, by section, by tour
5. TACS each tour, each facility
6. Labor Relations
7. Safety
8. Training Tech. by tour
9. HR Local Services
10. HRM (Health and Resource Management)
11. Delivery & Vehicle Program Office
12. Sales
13. Operation Program Support, by tour
14. Computerized Mail Forwarding Unit (CFS), by tour
15. Address Management Service (AMS)
16. Information System
17. Statistical Programs, by tour
18. **Complaints & Inquiry clerk**
19. **Contract Technician**
20. **Secretary**
21. **Box Section Located at the Dallas P&DC, each tour**
22. **Information Systems**

23. Each separate classified station where there is more than one tour, each tour of that unit shall be a separate section (including Main Post Office Window Section, DFW Finance Unit and Carriers Sections)

25. Dallas P & DC

- A. In-Plant Support,
- B. Secretary/General Clerk, each tour
- C. Automation machines letter, each tour
- D. Automation machines Flat, each tour
- E. Registry, each tour

- F. Incoming Section, each tour
- G. Mail Processing Office Personnel, each tour
- H. Outgoing letters, each tour
- I. Incoming Flats, each tour
- J. Outgoing opening unit belts, racks and
- K. Express mail and all docks each tour
- L. **APBS/SPBS**, each tour
- M. Nixie, each tour
- N. Ramp Clerk, each tour
- O. Mail Room and Reproduction Unit**
- P. Other section not identified above, by section, by tour

Dallas P & DC refers to the Dallas Processing & Distribution Center, **401 Tom Landry Freeway Dallas, TX 75260.**

Main Post Office (MPO) refers to the Main Post Office Window Section, **EXCLUDING Box Section and DFW Finance Unit.**

DFW Finance Unit refers to the **Unit at DFW Airport.**

Some of the above units/sections are domiciled at the Dallas District Office, which is located in, but not part of the North Texas Processing & Distribution Center, 951 W. Bethel Rd., Coppell, TX.

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

1. Every effort must be made to exhaust assignments within a craft before crossing crafts in the assignment of any APWU employee on light duty. Management will give the local union president advance written notification when it is proposed to reassign an ill or injured light or limited duty employee to a cross-craft assignment into an APWU represented craft.
2. Every reasonable effort will be made to find permanent light duty assignments on the employee's assigned tour.
3. If Light Duty Assignments are made to higher-level duties, the employee will not receive higher-level pay.

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. 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 regular duty to the Installation Head or his/her 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 work is available in the employee's present tour, the employee may request assignment to another tour.
- C. 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.
- 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 Article XIII shall be considered detrimental to the craft to which the assignment is made.
- F. Management will act on light duty requests expeditiously.

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

Most clerk craft assignments are assumed to have some duties, which are considered light duty.

In the mail processing section, manual cases, mail counts label room and related activities, record keeping, paperwork, and Mail Prep Belt.

In Stations & Branches, light duty assignments may include duties such as processing return to writer, box section, final notices, 3579 (paper dolls), address correction, hot cases, postage due, answering the phone, timekeeping, and accountable mail or other duties commensurate with individual restrictions and qualification skills.

Combining these duties there should be sufficient light duty to accommodate light duty work for up to 13% (1 person) of the clerk craft if requested. Additional assignments within the pay location will be combined to fashion a set of duties to accommodate the request.

Clerk Craft Nixie assignments except those presently occupied by bid assignments may be reserved for light duty requests, which cannot be accommodated within the employee's own pay location.

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 they 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. Management will make reasonable accommodations.

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.

This section concerns definitions of sections for the purpose of reassignment within an installation of employees in excess to the needs of the section.

These sections are identified as follows:

1. Business Mail Entry Unit, Dallas, by tour
2. Mailing Requirements, by tour
3. Budget & Financial Analysis, by section, by tour
4. Accounting Services, by section, by tour
5. TACS each tour, each facility
6. Labor Relations
7. Safety
8. Training Tech. by tour
9. HR Local Services
10. HRM (Health and Resource Management)
11. Delivery & Vehicle Program Office
12. Sales
13. Operation Program Support, by tour
14. Computerized Mail Forwarding Unit (CFS), by tour
15. Address Management Service (AMS)
16. Information System
17. Statistical Programs, by tour
- 18. Complaints & Inquiry clerk**
- 19. Contract Technician**

20. Secretary

21. Box Section Located at the Dallas P&DC, each tour

22. Information Systems

23. Each separate classified station where there is more than one tour, each tour of that unit shall be a separate section (including Main Post Office Window Section, DFW Finance Unit and Carriers Sections)

25. Dallas P & DC

- A. In-Plant Support,
- B. Secretary/General Clerk, each tour
- C. Automation machines letter, each tour
- D. Automation machines Flat, each tour
- E. Registry, each tour
- F. Incoming Section, each tour
- G. Mail Processing Office Personnel, each tour
- H. Outgoing letters, each tour
- I. Incoming Flats, each tour
- J. Outgoing opening unit belts, racks and
- K. Express mail and all docks each tour
- L. APBS/SPBS, each tour
- M. Nixie, each tour
- N. Ramp Clerk, each tour
- O. Mail Room and Reproduction Unit**
- P. Other section not identified above, by section, by tour

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Some of the above units/sections are domiciled at the Dallas District Office, which is located in, but not part of the North Texas Processing & Distribution Center, 951 W. Bethel Rd., Coppell, TX.

ITEM #19 - THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

All employees parking shall be unassigned and the president must be advised and consulted on any changes to the employee parking area at the major centers, facilities and substations.

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.

PREAMBLE

The Dallas Post Office and the Union agree that the principle of an assigned position for every regular shall be adhered to when possible. It is further understood that detailing of employees shall be eliminated to the maximum extent possible. The Clerk Craft Director shall be notified of any detailed assignment involving changes of schedule of any assignment, which exceeds thirty days.

In keeping with this principle, management agrees to furnish the union with a status report at the union's request which shall include the names of all unassigned full-time clerks.

Details of employees, which exceed a total of thirty days, require the notification of the union.

- A. If the duties of a ranked position are sufficiently changed to warrant re-ranking, then the assignment will be reposted for bid city-wide, if the incumbent relative to the position has not been performing all of the duties shown in the re-ranking.
- B. No assignment shall be reposted because of a change in reporting time, unless the change exceeds two hours. If the reporting time is changed more than two hours, the assignment will be reposted.
- C. When it is proposed to change the principal assignment area of an occupied position, or when the duties and/or requirements of the position are changed from the way it was posted and filled, the Clerk Craft **Director** or designee shall be consulted to determine if there has been sufficient change to repost the position.
- D. The Dallas Local, American Postal Workers Union, Clerk Craft **Director**, will be furnished a copy of all clerical job postings at the time of posting and a copy of all notices of award at the time of posting the award notices. Job Postings will be numbered consecutively for a specific time period.
- E. Notices for bid shall remain posted for (10) ten calendar days, unless changed by mutual consent.
- F. Excluding December, all clerk vacancies will be posted on Saturday Maximum effort will be made to avoid overlapping postings.
- G. When an employee bids or makes application for more than one position, he must indicate his order of preference for the position, that is, first choice second choice, third choice, and so forth. Multiple bids from employees which do not indicate the order of preference will not be considered.

The following are carryover 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.

HOURS OF WORK:

- A. All full-time clerk employees will be given a stated regular lunch period, and no employee will be required to work more than six (6) hours without a lunch or rest period.
- B. It is recognized that changes to lunch periods will be on an exception basis.
- C. It is understood that lunch periods shall normally occur toward the middle of the tour in order to minimize fatigue and break up the service day.
- D. 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 or a group of assignments on the work tour.
- E. 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.

UNION-MANAGEMENT COOPERATION:

When management deems it necessary or upon the request of clerk employees, the appropriate manager may call a meeting with his clerk employees for the purpose of discussing matters affecting them, problems of a clerical nature, or to discuss ways of improving the service and operating procedures at the unit.

ANTI-FATIGUE MEASURES:

Every reasonable effort will be made to rotate fatiguing assignments, consistent with Article 37.

LOCKERS:

Upon receipt of request for personal lockers, they will be provided if both lockers and space are available.

SALARIES AND WAGES:

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

- B. Employees who request incidental annual leave on a Form 3971 four hours prior to the end of their tour of duty 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 their request by the end of the employee's tour of duty will result in the request being automatically approved.

HANDBOOKS & MANUALS:

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

MEMO OF INTENT

This is written to guide selection of employees to work overtime when a window for processing volume is on the following tour.

If overtime is projected as being needed 12 to 24 hours in advance of the processing window clearance time, then all eligible employees on the overtime desired list should be allowed to work the overtime without consideration of tour. The controlling factors should be volume on hand and mail processing window. In the case of a tour overlap during peak volume periods, the overtime should be rotated between the two (2) tours to afford employees on overtime desired lists on both tours available overtime opportunities.

Example: Employee A works 1350 to 2200
Employee B works 1650 to 0100
Employee C works 2200 to 0650
Mail Processing Window is 2000 to 0600

Peak volume period is 2000 to 0600. In this example, all employees should be eligible for overtime if they are on the overtime desired list.

Employee A: After tour
Employee B: After tour
Employee C: Before tour

The only other consideration may be available workstations, if the positions needed are limited due to workspace the overtime should be rotated between the two tours.

Where in this same situation, N/S day overtime is called on Friday or Saturday for

Saturday or Sunday, no preference will be given to either tour.