

# LOCAL MEMORANDUM OF UNDERSTANDING

## JORDAN, MINNESOTA

### **ITEM #1 ADDITIONAL OR LONGER WASH-UP PERIODS:**

- A. Article 8, Section 9 provides reasonable wash-up time for a letter carrier performing dirty work or works with toxic materials. It is the position of the U.S. Postal Service that any letter carrier should be granted such time as is reasonable for washing up after performing dirty work or incident to personal needs, as currently established.

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

- A. Management will provide the following options of by seniority. The full-time employees may annually select fixed or rotating days off.
  - 1) Fixed Days:
    - a. Saturday/Sunday
    - b. Sunday/Monday
    - c. Sunday/Wednesday
    - d. Sunday/Thursday
- B. Rotating Days: Rotating weekends
- C. If the auxiliary becomes a full route the parties will meet to discuss a rotating schedule to include this route.

### **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:**

- A. In times of civil disorders or Acts of God involving community disasters such as fire, flood or storms, the Postmaster or his/her designee will determine whether conditions are such that postal operations should be curtailed or terminated, taking into account the welfare of postal employees, service needs and local conditions. The Postmaster or his/her designee will notify all employees should operations be curtailed or terminated. When on the route, and in the opinion of the carrier, conditions exist which constitute danger to his/her personal safety, the carrier shall call the post office for instructions as soon as practical. The Union President or his/her designee, depending on availability will be notified promptly of these orders.

### **ITEM #4 FORMULATION OF LOCAL LEAVE PROGRAM:**

- A. Vacation choices signed for at one time must be consecutive weeks. When an employee is notified by the supervisor that he/she is next to make an application, they will have a maximum of three (3) days to make a selection or the next senior person shall be eligible.
- B. There will be three rounds of vacation application to allow additional selections consistent with available periods.

- C. The first round of vacation selection will begin November 1<sup>st</sup>. The second round will begin November 15<sup>th</sup>. The third round will begin December 1<sup>st</sup>.
- D. No employees are allowed to bid for more weeks of annual leave (actual or projected) than they have available for that leave year.
- E. Vacation selections, or portions thereof, may be canceled at any time prior to the end of tour on Tuesday proceeding the vacation week.
- F. In cases of death in the immediate family of an employee, the employee shall be granted, if he/she requests, such leave as is reasonable and necessary.
- G. Funerals
  - 1) For the purpose of administration of the new National Bereavement Leave Memorandum, the definition of family shall also include any person related by blood or affinity whose close association with the employee was such as to have been the equivalent of a family relationship.
  - 2) In cases of an employee's death, management will evaluate service needs in order to make the necessary arrangements to allow the maximum number of employees to attend the funeral.

**ITEM #5 THE DURATION OF THE CHOICE VACATION PERIOD(S):**

- A. The choice vacation periods shall coincide with the entire leave year.

**ITEM #6 THE DETERMINATION OF THE BEGINNING OF AN EMPLOYEE VACATION PERIOD:**

- A. Vacations will be bid on a Sunday through Saturday basis.

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

- A. On any round, a bargaining unit carrier may make a single choice up to two (2) or three (3) weeks as applicable.

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

- A. An official call to jury duty will not be charged to the choice vacation period.
- B. Annual leave to attend National Conventions will be charged to the choice vacation period, but will not be charged against the individual's number of vacation selections.

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

- A. One (1) carrier will be allowed off for choice vacation per week of the choice vacation period.

**ITEM #12 THE PROCEDURES FOR SUBMISSION OF APPLICATION FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD:**

- A. Requests for short-term annual leave may not be made more than 60 days in advance of the date the leave is to be used. These requests will be granted on a first come, first served basis after the service needs have been met. If necessary, seniority will be the tiebreaker. Supervisors shall make a prompt decision, in an attempt to allow the employee at least five (5) days prior to the beginning date of the requested leave to make plans.

**ITEM #13 THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY:**

- A. The order for selecting employees to work on a holiday and/or a designated holiday is as follows:
  - 1) All Part-Time Flexible scheduled employees;
  - 2) Volunteers, by seniority and on a rotating basis, regardless of whether eligible for premium pay or for overtime.
  - 3) City Carrier Assistants
  - 4) Non volunteers on a rotating basis according to inverse seniority, regardless of whether eligible for premium pay or overtime.
- B. On a holiday schedule, a T-6/Utility carrier may be assigned to a vacant route on his/her string in the event that a full-time regular is scheduled to work his/her non-scheduled day. If there is not an open route on the utility string, the regular carrier will be assigned where needed.
- C. Carriers who have annual leave immediately preceding or following a holiday/ designated holiday will not be required to work as non-volunteers for the Holiday Schedule.
- D. Management shall be responsible for maintaining the records necessary for the administration of this provision.

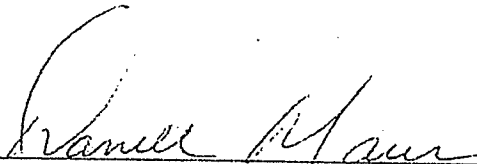
**ITEM #22 LOCAL IMPLEMENTATION OF THE NATIONAL AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING**

- A. Letter Carriers may bid for carrier craft assignments using the preferred Telephone Bidding System at 1-800-222-2415 (or 1-800-520-0625 TDD), by accessing the Lite Blue (<http://liteblue.usps.gov>) or by completing a City Carrier Bid Form and placing it in the designated location. Where several assignments are posted, a letter carrier may bid on all assignments indicating their preference
- B. Employees absent on leave may make prior arrangements with their shop steward to submit their bids for any posting they desire during their absence. To be effective, such bids must be initialed by the shop steward.
- C. The Office of Branch 9 will be informed of any routes becoming vacant immediately with the date the route is available for bidding and confirmation of successful bidder.

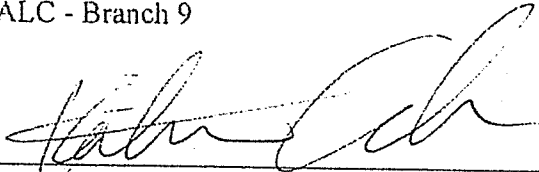
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on 11-3-17  
at Jordan, Minnesota, 55352 between representatives of the U.S. Postal Service and the  
designated agents of the National Association of Letter Carriers pursuant to the local  
implementation provisions of the 2013 National Agreement. This Memorandum of  
Understanding constitutes the entire agreement on matters relating to local conditions of  
employment

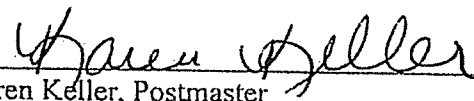
11-3-17  
Month/Day/Year

  
Darrell G. Maus, Executive Vice President  
NALC - Branch 9

11/3/17  
Month/Day/Year

  
Kathy Carlson, Union Steward  
NALC - Branch 9

11-3-17  
Month/Day/Year

  
Karen Keller, Postmaster  
Jordan Post Office 55352