
WASHINGTON, MISSOURI
63090

LOCAL MEMORANDUM OF
UNDERSTANDING

BETWEEN THE

UNITED STATES POSTAL SERVICE

AND THE

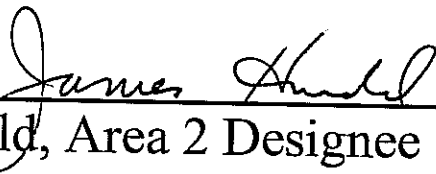
ST. LOUIS GATEWAY DISTRICT
AREA LOCAL
AMERICAN POSTAL WORKERS UNION
AFL-CIO

1998 – 2000

EXTENSION OF CURRENT LOCAL MEMORANDUM OF UNDERSTANDING

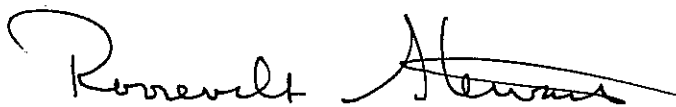
In accordance with the provisions of Article 30 of the 2001-2003 National Agreement between the Postal Service and the St. Louis Gateway District Area Local of the American Postal Workers Union:

It is mutually agreed that the present Local Memorandum for the (**Washington, Missouri**) Post Office is to be extended in full force an effect through November 20, 2003.



James Honold, Area 2 Designee
USPS

Date 5/14/02



Roosevelt Stewart, President
APWU

Date 5/14/02

This memorandum of Understanding, is entered into at, between the representatives of the U.S. Postal Service, and the designated agents(s) of the union signatory to the National Agreement,

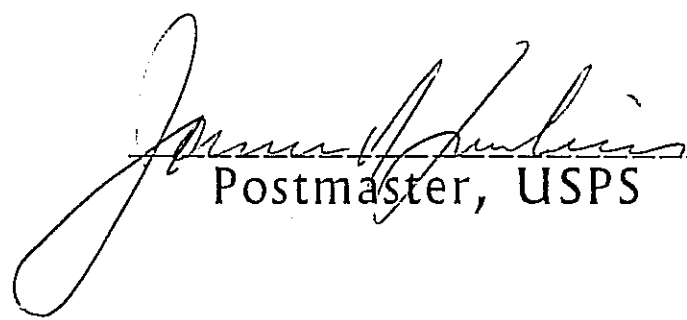
This memorandum of Understanding constitutes the entire agreement on matters relating to local conditions of employment, except for those items which are in disputed and referred to impasse procedures. Upon completion of the impasse procedures, any new changes shall be incorporated into this memorandum of understanding.



Melvin Sanders, President

4-26-99

Date



Postmaster, USPS

4-26-99

Date

ITEM 1 WASH-UP TIME

Management shall allow reasonable wash-up time to those employees who perform dirty work or work with toxic materials when and where necessary. This may be before lunch, before going home, and other times when it is necessary.

ITEM 2 BASIC WORK WEEK

The basic work week shall be fixed (as far as practical with five consecutive days) or rotating.

A tentative work schedule for PTFs shall be completed and posted by Thursday prior to the workweek.

ITEM 3 EMERGENCY CURTAILMENT

- A. The parties recognize that the Postal Service is the most vital part of the communication machinery of the United States of America, and that historically, this Post Office has provided this service to the public without interruption; therefore, as a matter of policy, Postal Operations will not be terminated at this Post Office unless the Postmaster or his Designee determines that conditions so warrant.
- B. In making this determination, Management will consider the safety and health of employees, civil disorders, bomb threats, acts of God, hazardous weather conditions and other circumstances.
- C. Management will notify the Local President and employees at the earliest practicable time of termination, or curtailment of Postal Operations, where possible. Such notification may be by telephone, or other available public media.

ITEM 4 LOCAL LEAVE PROGRAM

Selection of vacation for the choice period shall be as follows:

- A. The first choice will be made on a seniority basis between January 2 and January 30.
- B. The employer shall notify the employees at least ten (10) days prior to the selection of vacation periods that the employee must be ready to make his/her selection when contacted.
- C. The second choice shall be made on a seniority basis between January 31 and February 15.
- D. An employee's holiday or designated holiday shall be included as part of an employee's vacation when falling during the vacation period and shall not be subject to the draft procedures of the Local Memorandum of Understanding.
- E. Additionally, the employee's non-scheduled day(s) prior to the beginning of his/her vacation selection shall be excluded from draft procedures of Article 8, Section 5 of the National Agreement.
- F. PTFs shall not be required to work on Sundays or holidays that happen to fall during their vacation period.
- G. Any employee may select another vacation period when ordered to military duty, provided that the orders were received after the vacation selection process was completed. The orders must affect a vacation selected by the employee.

ITEM 5 CHOICE VACATION PERIOD(S)

- A. The Clerk Craft choice vacation period will be from the first day of the Leave Year through the first Friday in December and the period from December 26 to December 31.
- B. The choice vacation period for the Maintenance Craft will be the entire Leave Year.

ITEM 6 VACATION START DAY

Annual leave shall be provided in full weeks with employees beginning their vacations on Monday

ITEM 7 SPLITTING VACATION CHOICE

An employee at his/her option, under phase one, may request two selections during the choice period, in units of either five (5) or ten (10) days, the total not to exceed ten (10) or fifteen (15) days. Selection shall be made as employees are entitled to annual leave in accordance with regulations in Subchapter 510 of the ELM and Article 10 of the National Agreement.

ITEM 8 CONVENTION TIME AND JURY DUTY

An employee who is called for jury duty or who attends an APWU National or State Convention shall not have such leave charged to his/her vacation periods.

ITEM 9 NUMBER PERMITTED OFF EACH VACATION WEEK

During the choice vacation period, 12% of the employees will be allowed off each week. Any fraction above .5 will be rounded down to the next whole number. Any fraction .5 or greater will be rounded up to the next whole number.

ITEM 10 VACATION NOTICES

The choice vacation schedule shall, in conjunction with the approved Forms 3971s, serve as the official notice of the vacation choice and shall be posted on later than March 1.

ITEM 11 LEAVE YEAR NOTICE

The beginning of the new leave year will be posted on the appropriate bulletin board no later than November 1.

ITEM 12 OTHER ANNUAL LEAVE

The issuing of annual leave, other than the choice period, will be considered on a first-come, first-serve basis. Such requests maybe submitted, in triplicate, up to 30

days in advance. The employee must be notified of approval or disapproval within five employee workdays. If not, such request will be considered approved.

ITEM 13 HOLIDAY SCHEDULING

In offices with more than one full-time regular clerk/craft employee, management shall:

- A. Solicit holiday volunteers, who will designate their desire to work the holiday schedule in writing.
- B. Post a holiday schedule if employees are scheduled to work the holiday schedule the Tuesday prior to the service week of the holiday.
- C. Schedule employees for holiday work in the following order:
 - 1. Casuals, even if overtime is necessary.
 - 2. Part-time flexibles, even if overtime is necessary.
 - 3. Full-time **employees** for whom it is their holiday or their 'designated holiday' and who have volunteered to work, by seniority.
 - 4. All full-time volunteers, by seniority, who have volunteered to work their non-scheduled day(s), which is a holiday or 'designated holiday' for others, even if overtime and/or guarantees are incurred.
 - 5. **All Transitional employees.**
 - 6. Full-time **employees** for whom it is a scheduled day off, but have not volunteered, even if overtime guarantees are incurred, shall be instructed to report by inverse seniority.
 - 7. Full-time **employees**, for whom it is the holiday or their designated holiday but have not volunteered, shall be instructed to report by inverse seniority.

ITEM 14 OVERTIME DESIRED LISTS

In offices with more than one (1) full-time regular clerk craft employee, management shall:

- A. Post a quarterly list for full-time employees to sign to indicate that they wish to volunteer for ten (10) hours, twelve (12) hours and non-scheduled day overtime.
- B. Post the volunteer list on the appropriate bulletin board.
- C. Rotate overtime assignments for volunteers in accordance with Article 8, Section 5.

ITEM 15-17 LIGHT DUTY ASSIGNMENTS

The light duty assignments in the clerk craft for both temporary or permanent light duty shall consist of the following tasks, as long as it does not affect the regular employees already doing such duties or tasks:

- 1. ~~File forms 3849~~
- 2. Answer telephones
- 3. Process nixie letters and flats
- 4. Assist at the window unit, where qualified and possible, per limitations
- 5. Assist with Central Markup
- 6. Work on Incoming letter distributions.

ITEM 18 SECTION FOR REASSIGNMENTS

Installation wide, by occupational group.

ITEM 19 EMPLOYEE PARKING

Available parking will be on a first-come, first-serve basis.

ITEM 20 UNION LEAVE

Leave granted to attend union activities shall not be charged to an employee's choice vacation period. The union shall notify the Postmaster, in writing, upon

being advised as to the date of the National and/or State Convention and the name of the selected delegate to attend as soon as possible.

ITEM 21-22	CRAFT ITEMS, SENIORITY, REASSIGNMENT, AND REPOSTING
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A seniority list shall be posted for all full and part time clerk employees.