

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, GLASSBORO, NJ 08028

AND

SOUTH JERSEY AREA LOCAL, APWU

The parties mutually agree, in accordance with Article 30 of the 1998 National Agreement that the provisions of present effective Memorandum Of Understanding between the parties hereto is of full force and effect upon execution of this Memorandum Of Understanding except as may be inconsistent with the National Agreement.

1. Wash-up Management shall grant a reasonable wash-up period before lunch and at the end of tour consistent with working conditions.
2. The regular work week **will consist of two (2) assignments with fixed days Saturday/Sunday off. These assignments will be a main window clerk job and primary relief window assignment. The rest of the assignments will have rotating days off.**
3. Curtailment of postal operations.

It is recognized by both parties that on occasion, emergency conditions may exist which would encourage the employer to consider the curtailment of operations. In cases of such emergency conditions, the employer will, prior to making a decision to curtail operations, take into consideration such factors as:

- a. The degree of emergency as stated by and acted upon by responsible governmental authorities:

- b. The requirements and reactions of its customers to the emergency;
 - c. The accessibility of postal operations and its customers to the employer and employee.
 - d. Prior to taking action to curtail the mail, the employer will notify the union of its decision and plan of implementation.
4. Local leave program to include: Each employee will submit form 1547 no later than March 1st. This will be for the choice vacation selection and it will be returned to the employee no later than March 10.
 5. The duration of the choice vacation period will be from the first Monday in May to the third Saturday in September and include the week of Thanksgiving, the week after Easter Sunday, and Christmas week from December 25th to and including January 1st.
 6. The beginning day of the employee's vacation will be Monday.
 7. Employees at their option may select two (2) selections during the choice period in units of either five (5) or ten (10) days, the total not to exceed 15 days. Such selections are made by seniority.
 8. Jury duty and attendance to National and State Conventions shall not be charged to choice vacation periods provided the local management, in the case of National or State Conventions is notified prior to March 1.
 9. The maximum number of clerks who shall receive leave each week during the choice vacation period shall be one.
 10. An official notice to each employee of the vacation schedule approved for him or her shall be posted within ten (10) days after March 1.
 11. There will be a posting notifying the employees of the duration of the present leave year.
 12. Annual leave other than the choice vacation period will be granted to an employee on a first come, first serve basis based upon seniority and needs of the service. Seniority will apply if submission dates are the same. This applies to all 3971's submitted in advance, will be answered within 3 days.

a. There will be (1) employee off on annual leave per week during other than the choice vacation period provided there are no other clerical employees absent on sick leave, jury duty, military leave, or emergency annual leave (EAL).

13. Method of selecting employees to work on Holidays shall be as follows:

a. Casuals and part-time career employees shall be utilized first, even to the extent of overtime.

b. Volunteer full and part-time regular scheduled employees will be selected before requiring non-volunteers to work.

c. Volunteer full and part-time regular schedule employees shall be selected according to seniority. Designated Holiday employees asked first, non-scheduled employees second.

d. Non-voluntary full time and part time scheduled employees shall be selected in accordance with inverse seniority.

14. Overtime desired list in Article VIII shall be installation and tour wide. All clerks considered working the same tour.

15. Light Duty assignments available for a sick and/or injured clerk shall be consistent with the craft assignment available for which the disabled clerk has the skills and ability to perform his incapacitated condition.

16. & 17. The method to be used in reserving light duty assignments so that no regular assigned member of the work force will be adversely affected will be such that light duty assignment requested will be provided consistent with the above paragraph where there are absences or vacancies or where auxiliary assistance is needed in the clerical or carrier craft consistent with the needs of the service and safety and health of the employee.

18. Re-assignments for sections within the installation shall be by seniority within that installation.

20. Union leave requested prior to the choice vacation selection schedule shall not be a part of the choice vacation plan.

21. Vacant and newly established full-time assignments shall be posted for ten (10) days. A clerk may withdraw his bid on a full time opening if the withdrawal is made in writing prior to the opening of the bids.

22. Any full-time regular assignment whose starting time is changed for more than one hour from the original posting will be required to be reposted.

a. The union will receive a copy of any new or changed job postings.

b. The union will receive a present seniority listing and any changes on that listing, provided there is no shop steward in the Post Office.

Maintenance Supplement

1. All provisions of this Local Memorandum of Understanding, items 1 through 22 will apply.

2. There will be one (1) maintenance employee off per week on annual leave during the choice vacation period.

This Memorandum of Understanding is entered into at the Glassboro Post Office between the representatives of the U.S. Postal Service and the designated agents of the South Jersey Area Local, APWU, AFL-CIO, pursuant to the Local Implementation provisions of the 1998 National Agreement. This Memorandum constitutes the entire agreement on matters relating to local conditions of employment, subject to those items which have been submitted to the impasse resolution procedures.

For the SJAL, APWU

USPS

(date)

(date)