

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S.POSTAL SERVICE HADDONFIELD N.J., 08033

AND

SOUTH JERSEY AREA LOCAL, APWU

ITEM: 1 WASH UP - MANAGEMENT SHALL GRANT A REASONABLE WASH UP TIME BEFORE LUNCH AND AT THE END OF TOUR CONSISTENT WITH WORKING CONDITIONS.

ITEM: 2 THE BASIC WORK WEEK FOR FULL TIME REGULARS WILL BE FIVE DAYS WITH FIXED DAYS OFF.

ITEM: 3 SHOULD IT BE NECESSARY TO CURTAIL OPERATIONS THE LOCAL UNION WILL BE ADVISED AS SOON AS POSSIBLE TO THE ACTION TAKEN.

ITEM: 4 EACH EMPLOYEE WILL SUBMIT FORM 3971 IN DUPLICATE NO LATER THAN MARCH 1ST.

ITEM: 5 THE DURATION OF THE CHOICE VACATION PERIOD WILL BE FROM THE FIRST MONDAY IN MAY TO THE LAST WEEK IN NOVEMBER INCLUDING THANKSGIVING WEEK THE WEEK BETWEEN DECEMBER 26 AND JAN. 1 .AND EASTER WEEK.

ITEM: 6 THE BEGINNING DAY OF THE EMPLOYEES VACATION WILL BE MONDAY, EXCEPT FOR CHRISTMAS WEEK, WHICH SHALL BEGIN DECEMBER 26TH.

ITEM: 7 EMPLOYEES AT THEIR OPTION MAY SELECT UP TO 15 CONTINUOUS DAYS LEAVE OR SPLIT IN PERIODS OF 5 AND OR 10 DAYS.

**EXCEPT WHEN A VALID REASON IS GIVEN, ACCEPTABLE BY BOTH MANAGEMENT AND THE UNION, EMPLOYEES PARTY TO THIS AGREEMENT MUST EXERCISE FULLY THEIR CHOSEN VACATION PERIOD. (I.E. SICKNESS, DEATH, ETC.)**

ITEM: 8 JURY DUTY AND OR ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL NOT BE CHARGED TO THE CHOICE VACATION PERIOD.

ITEM: 9 THE NUMBER OF EMPLOYEES OFF DURING EASTER WEEK, MAY, JUNE, JULY, AUGUST AND LABOR DAY WEEK, THANKSGIVING WEEK, AND DECEMBER 26TH TO JANUARY 1ST WILL BE 12%, WITH ANY FRACTION BEING ROUNDED UP TO THE NEXT WHOLE PERSON.

THE NUMBER OF EMPLOYEES TO BE OFF THE LAST THREE WEEKS OF SEPTEMBER, OCTOBER AND NOVEMBER WILL BE 8%, WITH ANY FRACTION BEING ROUNDED UP TO THE NEXT WHOLE PERSON.

**ITEM: 10 THE VACATION CALENDAR WILL BE STARTED NO LATER THAN FEBRUARY 1ST AND TO CONCLUDE NO LATER THAN MARCH 1ST.**

A COPY OF THE 3971 FORM SUBMITTED BY THE EMPLOYEE WILL BE RETURNED TO THE EMPLOYEE WITHIN THE FIRST TWO WEEKS OF MARCH.

ITEM: 11 A NOTICE OF SELECTION OF CHOICE VACATION PERIODS SELECTED BY EACH CLERK WILL BE POSTED ON THE CLERKS BULLETIN BOARD. THIS WILL ALSO INCLUDE THE DATES OF THE CURRENT LEAVE YEAR.

**ITEM: 12 REQUEST FOR ANNUAL LEAVE OTHER THAN CHOICE VACATION PERIOD WILL BE GRANTED ON A FIRST COME FIRST SERVED BASIS. IF SUBMISISON DATES ARE THE SAME SENIORITY WILL PREVAIL. REQUESTS WILL BE SUBMITTED ON DUPLICATE FORM 3971 NO EARLIER THAN TWO MONTHS IN ADVANCE AND NO LATER THAN THE TUESDAY PRIOR TO THE SERVICE WEEK IN WHICH THE ANNUAL LEAVE IS DESIRED. REQUESTS WILL BE RETURNED WITHIN 72 HOURS. MANAGEMENT WILL MAKE EVERY REASONABLE EFFORT TO GRANT LEAVE TO ONE CLERK DURING THE NON-CHOICE PERIOD.**

ITEM: 13 MANAGEMENT WILL DETERMINE SERVICE NEEDS FOR HOLIDAYS AND DESIGNATED HOLIDAYS. POST REQUEST FOR VOLUNTEERS 10 DAYS PRIOR TO REQUIRED TIME FOR POSTING CLERKS SCHEDULE FOR WEEK IN WHICH HOLIDAY FALLS. SCHEDULE ALL P.T.F. CLERKS FIRST. IF MANAGEMENT DETERMINES NEEDS OF SERVICE ARE NOT MET THEY WILL SELECT VOLUNTEERS FROM THE VOLUNTEER LIST.

HOLIDAY PAY CLERKS BY SENIORITY FIRST, SECOND OVERTIME CLERKS BY SENIORITY . IF MANAGEMENT STILL DETERMINES SERVICE NEEDS ARE NOT MET , CLERKS WILL BE ASSIGNED ON A NONSCHEDULED DAY, NON-VOLUNTEERS BY JUNIORITY AND LAST WILL BE INDIVIDUALS THAT IT IS THEIR HOLIDAY OR DESIGNATED HOLIDAY SELECTED BY JUNIORITY ON A ROTATING BASIS.

ITEM: 14 THE OVER TIME DESIRED LIST AS PER ART.8 SHALL BE BY SECTION.

ITEM: 15 16 17 THE NUMBER OF LIGHT DUTY ASSIGNMENTS WILL BE DETERMINED BY THE WRITTEN REQUESTS MADE BY THE EMPLOYEE TO LOCAL MANAGEMENT. ASSIGNMENTS AND DUTIES TO BE CONTINGENT UPON PHYSICAL LIMITATIONS AND PHYSICIAN RECOMMENDATIONS OF WHICH MANAGEMENT WILL MAKE EVERY EFFORT TO ACCOMMODATE. WHEN IT IS DEEMED NECESSARY TO CROSS CRAFTS, BEFORE A DECISION IS MADE THERE WILL BE CONSULTATION WITH THE APWU TO DETERMINE ANY POSSIBLE DETRIMENT TO THE CLERICAL WORKFORCE.

ITEM: 18 RE-ASSIGNMENTS FOR SECTIONS WITHIN THE INSTALLATION SHALL BE BY SENIORITY WITHIN THAT INSTALLATION.

ITEM: 19 NONE

ITEM: 20 ANNUAL LEAVE REQUESTED FOR UNION ACTIVITIES PRIOR TO THE CHOICE VACATION SELECTION SCHEDULE SHALL NOT BE PART OF THE CHOICE VACATION PLAN.

ITEM: 21 & 22 SENIORITY RE-ASSIGNMENT POSTING. ANY FULL TIME REGULAR ASSIGNMENT WHOSE STARTING TIME IS CHANGED MORE THEN ONE HOUR FROM THE ORIGINAL POSTING WILL REQUIRE THAT ASSIGNMENT TO BE POSTED .REASSIGNMENTS WILL BE CONSISTENT WITH THE NATIONAL AGREEMENT.

A. SENIORITY LISTS WILL BE SENT TO THE PRESIDENT OF SOUTH JERSEY AREA LOCAL.

B. ANY NEW OR CHANGED JOB POSTINGS WILL BE SENT TO THE PRESIDENT OF SOUTH JERSEY AREA LOCAL.

MAINTENANCE AGREEMENT

1. ALL APPLICABLE PROVISIONS OF THIS AGREEMENT SHALL APPLY TO THE MAINTENANCE CRAFT.

2. THERE WILL BE ONE MAINTENANCE EMPLOYEE ALLOWED OFF PER WEEK ON ANNUAL LEAVE DURING THE CHOICE VACATION PERIOD.

This Memorandum of Understanding is entered into at the Haddonfield Post Office between the representatives of the U.S. Postal Service and 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.

\_\_\_\_\_  
For the SJAL, APWU

\_\_\_\_\_  
USPS

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(date)