LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, SWEDESBORO, N.J. 08085

AND

SOUTH JERSEY AREA LOCAL, APWU

1. Wash-up- Management shall grant reasonable wash-up time before lunch and at end of tour consistent with working conditions.

2. The basic work week for full-time regulars will be five days with fixed days off.

3. Emergency curtailment of operations. It is recognized by both parties that on occasion, emergency conditions 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 the operation, take into consideration such factors as:

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

b. The safety and health of its employees; and

c. The accessibility of postal operations and its customers to the employer and employees.

Prior to taking action to curtail the operation, the employer will notify the Union's designee of its plan of implementation. Management will make every attempt to notify the affected employee by use of the news media (e.g. TV, radio - KYW, tel. etc.).

4. Local leave program to include: Each employee will submit form 3971 in duplicate in conjunction with #12 last sentence. This will be for the choice vacation selection.

5. The duration of the choice vacation period will be from first full week of February to the last full week of November and include the week between Christmas and New Years.

6. The beginning of the employee's vacation will be Monday.

7. Employees at their option may select up to 15 continuous days leave or split in periods of 5 and/or 10 days. If a split is selected, the employee may not make their second selection until all other employees have had an opportunity for their initial selection. Once choice is selected there will be no change unless agreed to between union and management.

8. Jury duty and/or attendance to State or National conventions shall not be charged to the choice vacation employee choice.

9. In the clerk craft no less than fifteen percent (15%) of the authorized clerk complement shall receive choice period leave during each week of the choice vacation period.

10. In addition to posting the choice vacation calendar, each employee will receive a copy of the 3971 form they submitted in duplicate approving said vacation.

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 served basis based upon seniority and needs of service. Seniority will apply if subdivision dates are same. (Return of 3971's to employee) Form 3971 will be submitted at least one week in advance and returned within 72 hours to employee.

Ten percent (10%) or a minimum of one (1) person will be granted annual leave other than the choice vacation period.

13. Holiday schedule. The following sequence will be followed when scheduling employees to work on a holiday provided that such scheduling produces a work force which meets the operating skill requirements of the holiday or designated holiday:

a. All casual and part-time flexible employees to the maximum extent possible, regardless of the necessity to pay overtime premiums;

b. All full-time regular employees who did not volunteer to work either their holiday or their non-scheduled day shall be combined into a single group, ranked in seniority order, and selected in seniority order;

c. All full-time regular employees who did not volunteer to work their non-scheduled day in inverse seniority order;

d. All full-time regular employees who did not volunteer to work their holiday in inverse seniority order.

14. The overtime desired list as per Article 8 shall be by section and tour.

15, l6 & 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 same.

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

19. Parking. If available, designated spots are for union representative. Improving parking facilities such as security, space, lighting, etc. and any other recommendations should be submitted to local management for consideration.

21. Craft items. Those other items subject to local negotiations within the craft--none available.

22. Seniority re-assignment posting. Any full time, regular assignment whose starting time is changed more than one hour from the original posting will require that assignment to be posted. Re-assignment consistent with National Agreement.

All provisions of this Memorandum of Understanding apply to the Maintenance Craft. With regards to choice vacation, one employee will be allowed off each week.

This Memorandum of Understanding is entered into at the Swedesboro 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 1994 National Agreement. This Memorandum constitutes the entire agreement on matters relating to local conditions of employment.

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For the SJAL, APWU	USPS
_____	_____
(date)	(date)