

# LOCAL MEMORANDUM OF UNDERSTANDING

Between

**United States Postal Service**

**Thorofare NJ 08086**

And

**South Jersey Area Local  
American Postal Workers Union AFL-CIO**



It is mutually agreed that the present Local Memorandum of Understanding is to be extended in full force and effect through November 20, 2003.

**Thomas W. Woodford  
President  
South Jersey Area Local  
American Postal Workers Union**

**Postmaster/OIC  
U.S. Post Office  
Thorofare NJ 08086**

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, THOROFARE, N.J. 08086

AND

SOUTH JERSEY AREA LOCAL, APWU

1. ADDITIONAL OR LONGER WASH-UP PERIODS.

Management shall grant a reasonable wash-up period before lunch and at the end of tour consistent with working conditions.

2. THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF.

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

3. CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS.

It is recognized by both parties that on occasions, 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 the operations, take into consideration such factors as:

- a. The degree of emergency as stated by and acted upon by responsible government 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 employees, and,
- d. The safety and health of its employees and its obligations to its customers.

Prior to taking action to curtail the operations, the employer will notify the union of its decision and plan of implementation.

4. FORMULATION OF THE LOCAL LEAVE PROGRAM.

For the choice vacation period, employees will submit form 3971 in duplicate by April 15th. This will be honored by seniority, and the duplicates returned to the employees no later than April 30th.

During the non-choice period, the minimum number of employees to be off will be one (1).

5. DURATION OF THE CHOICE VACATION PERIOD.

The choice vacation period shall begin with the first full week in May for a continuous period until the end of the last full week in September.

6. THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD.

The choice vacation period will begin on Monday.

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

Employees may have two selections by seniority during the choice vacation period. Second selections will be made after all employees have had the opportunity to make their initial selections.

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

The necessity of taking military training or performing jury duty by an employee will not pre-empt said employee from additionally choosing a vacation period.

Management shall allow one (1) delegate time off to attend district, state, and national assemblies, and shall not charge this to the choice vacation time.

Employees in the above categories will be allowed another choice in the choice vacation period.

9. DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.

It is agreed that not more than one (1) of the clerk craft employees will be permitted off on annual leave per week during the choice vacation period.

10. THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR THEM.

In addition to posting choice vacation schedules, each employee will receive a copy of the 3971 they submitted approving said vacation.

11. DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

There will be a posting notifying the employees of the duration of the new leave year.

12. THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.

Annual leave other than the choice vacation period will be granted to employees on a first-come-first-served basis. Seniority will only apply if submission dates are the same.

It is mandatory that management return all 3971 forms to the applicant within forty-eight hours after receipt if they are going to be disapproved. This applies to all 3971's submitted to management at least three (3) days in advance.

Any reason for disapproval of form 3971 must be explicitly stated.

13. THE METHOD OF SELECTING EMPLOYEES TO WORK ON A 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 volunteer to work their holiday ranked in seniority order, and selected in seniority order.

c. All full time regular employees who volunteer to work their non-scheduled day ranked in seniority order and selected in seniority order.

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

This Memorandum of Understanding is entered into at the Thorofare 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

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USPS

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(date)

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(date)