

# LOCAL MEMORANDUM OF UNDERSTANDING

Between

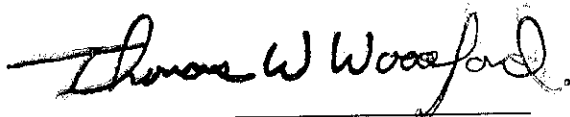
United States Postal Service

Wenonah NJ 08090

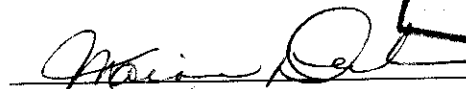
And

South Jersey Area Local  
American Postal Workers Union AFL-CIO

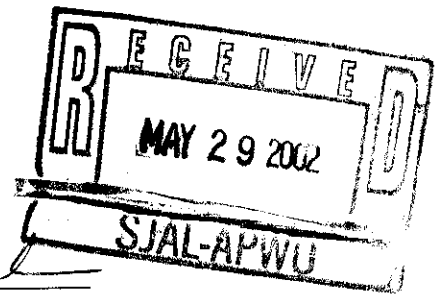
It is mutually agreed that the present Local Memorandum of Understanding is to be extended in full force and effect through November 20, 2003.



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



Postmaster/OIC  
U.S. Post Office  
Wenonah, NJ 08090



MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POSTAL SERVICE

WENONAH, NEW JERSEY 08090

AND

SOUTH JERSEY AREA LOCAL, APWU

1. Additional or longer wash-up periods.

Management shall grant reasonable wash-up time before lunch and at the end of the tour consistent with dirty or toxic working conditions.

2. The establishment of a regular work week of five days with either fixed or rotating days off.

Fixed schedule will continue.

3. Emergency guidelines for curtailment of 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 the 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 employees; and
- d. The safety and health of its employees and its obligation 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.

\_\_\_\_\_ a. Forms 3971 in duplicate for the choice vacation period will be submitted to management by January 15.

b. While it is expected that choice vacation period leave will be taken as approved, the parties recognize that circumstances may cause an employee to request a change in choice vacation leave. In such cases, an employee may change their leave with the approval of both local union and management.

c. Choice vacation period selections vacated because of transfer or separation will be available by seniority, starting with the employee immediately junior to the person vacating the leave.

5. Duration of Choice Vacation Period.

First week of May (in which May 1 occurs), thru the last full week in October, and Christmas week.

6. The beginning day of an employee's choice vacation.

The beginning of an employee's choice vacation will be Monday, unless Christmas week is part of the choice vacation period, in which case, the beginning of that week will be December 26th.

7. Whether employees at their option may request two selections during the choice vacation period, in units of five or ten days.

\_\_\_\_\_ Employees at their option may select up to fifteen continuous days leave, or split into periods of five and/or ten 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.

8. Jury duty and attendance at National and State Conventions for Union Delegate shall not be charged to the Employees Choice Vacation period.

The performance of jury duty and the attendance at State and National Conventions for a union delegate will not pre-empt him/her from additionally choosing a vacation during the choice vacation period.

9. Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.

\_\_\_\_\_ There will be 15%, with any percentage over .5 going to the next higher number, of employees off during choice vacation period.

10. The issuance of official notices to each employee of the vacation schedule approved for them.

\_\_\_\_\_ Duplicates of forms 3971 submitted by employees will be returned no later than February 1st and the vacation scheduled will be posted by February 15th.

11. Determination of the date and means of notifying employees of the beginning of the new leave year.

A notice will be placed on the bulletin board by November 1st.

12. The procedures for submission of applications for annual leave other than choice vacation periods.

\_\_\_\_\_ Annual leave other than choice vacation period shall be granted whenever possible. Approval shall be on a first-come-first-served basis.

Forms 3971 submitted at least five working days in advance of requested leave shall be returned in 48 hours.

13. The method of selecting employees to work on a holiday.

The method shall be in accordance with Article 11.6.B of the National Agreement:

- a. Casuals, even if overtime is needed.
- b. Part-time flexes, even if overtime is needed.
- c. Volunteers by seniority.
- d. Non-volunteers by juniority.

14. Whether overtime desired lists in Article 8 shall be by section and tour.

Overtime will be governed by Article 8 of the National Agreement.

15, 16, and 17. The number, method and identification of light duty assignments within each craft or group to be reserved for temporary or light duty assignments.

Every effort will be made to insure that light-duty assignments will not be to the detriment of the craft. The President of South Jersey Area Local will be notified of all light-duty assignments.

18. The identification of assignments comprising a section, when it is proposed to reassign within an installation, employees excess to the needs of the section.

Reassignments for sections within the installation shall be by seniority within the installation.

19. The assignment of parking.

There are no parking spaces at the present time. If parking spaces become available and assignments are made, they shall be by seniority.

20. The determination as to whether annual leave to attend union activities requested prior to determination of choice vacation period is to be part of the total choice plan.

Whenever possible leave will be granted to union officials to attend union activities.

21, 22. Reassignment and posting.

\_\_\_\_\_ Any full time regular assignment of which the starting time is changed more than one hour from the original posting will be reposted.

The President of South Jersey Area Local will be notified of all postings, and will be provided with an up-dated seniority list.

This Memorandum of Understanding is entered into at the Wenonah 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 1990 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.

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For the SJAL ,APWU

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USPS

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(date)

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(date)