

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, ELMER, N.J. 08318

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 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. Local leave program to include: Each employee will submit form 3971 no later than **February 15**. This will be for the choice vacation selection, and it will be returned to them no later than the **last day of February**.

The minimum number of employees to be on annual leave during the non-choice period is one (1).

5. The duration of the choice vacation period will be from the first full week of May to the last full week of September, and include the week from Christmas to New Years Day, **and the week that Thanksgiving falls in**.

6. The beginning day of the employee's vacation will be Monday, except for Christmas week, which will begin on December 26th.

7. Employees at their option may select up to 15 continuous days leave or split in periods of 5 and/or 10 days. If 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/or attendance to State or National Conventions shall not be charged to the choice vacation period.

**9. There will be at least fifteen percent (15%) of the clerk craft permitted leave per week during the choice vacation period. The rounding formula will be .5 and above goes to the next person.**

10. In addition to posting the choice vacation schedule, each employee will receive a copy of the 3971 they submitted 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. 3971's submitted at least 4 days in advance will be returned within 48 hrs. Seniority will apply if submission dates are the same.

13. Employees will be scheduled to work on a holiday as follows:

- a. All casual and part-time flexible employees to the maximum extent possible, even if the payment of overtime is necessary.
- b. All full-time regulars who volunteer to work on their holiday, ranked and selected in seniority order.
- c. All full-time regular employees who volunteer to work on their non-scheduled days, ranked and selected in seniority order.
- d. All full-time regulars who did not volunteer to work, combined in a single list and selected by juniority.

14. The Overtime Desired list as per Article 8 shall be by section and tour.

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 same.

Every effort will be made to insure that light-duty assignments will not be to the detriment of the craft.

The local union representative will be notified before any light-duty assignments are made.

18. Reassignments for sections within the installation will be by seniority within that installation.

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

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

22. Seniority, reassignment, posting. Any full-time regular assignment which starting time is changed more than one hour from the original posting will require that assignment to be posted, unless the incumbent, who has held the job for a minimum of one year, is agreeable to the change.

Reassignments consistent with National Agreement.

The local union will be provided with an updated seniority list.

This Memorandum of Understanding is entered into at the Elmer 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.

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For the SJAL, APWU

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