

LOCAL MEMORANDUM OF UNDERSTANDING
NPMHU - LOCAL 310

ATLANTA POST OFFICES
ATLANTA P&DC / AIRMAIL CENTER

This Memorandum of Understanding is entered into on *October 30, 2002*, 2002 at the Atlanta Georgia Post Office, between the representatives of the United States Postal Service, and the designated agent of the National Postal Mail Handlers Union, a Division of the Laborers International Union of North America, AFL-CIO, pursuant to the Local Implementation Article of the 2000 National Agreement.

This Memorandum of Understanding constitutes the entire agreement on matters relating to local conditions of employment.

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Section 30.2 (A)

ADDITIONAL OR LONGER WASH UP PERIODS

Mailhandlers who perform dirty work or work with toxic material will be granted wash-up time as necessary, not to exceed five minutes, before lunch break, and at the end of their tour of duty. A reasonable amount of wash-up time shall be granted to Mailhandlers whose immediate work situation necessitates it; i.e.; greasy hands (resulting from mail processing machine adjustment or minor repairs; liquids spilling from damaged parcels, sacks, etc.

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Section 30.2 (B)

**GUIDELINES FOR THE CURTAILMENT OF TERMINATION OF
POSTAL OPERATIONS TO CONFORM TO LOCAL
AUTHORITIES OR AS LOCAL CONDITIONS WARRANT
BECAUSE OF EMERGENCY CONDITIONS**

- A. Final determination to curtail or terminate operations to conform to orders of local authorities or as local conditions warrant because an emergency conditions will be made by the installation head or designee.

- B. In the event that there is a curtailment or termination of Postal Operations to conform to the orders of local authorities or as local conditions warrant because of emergency conditions, the following will apply.
 - 1. If on duty, the employee will be notified of what action to take.

 - 2. If off-duty, the employer shall make every effort to notify the employees through available media such as television or radio. Management will advise the first union official.

 - 3. Off-duty employees will make every attempt to contact their pay locations for instructions.

This is an Impasse item submitted by NPMHU - Local 310

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Section 30.2 (C)

FORMULATION OF THE LOCAL LEAVE PROGRAM

The formulation of the local leave program is contained in Section 30.2 (D) through Section 30.2 (K) and Section 30.2 (R).

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Section 30.2 (D)

THE DURATION OF THE CHOICE VACATION PERIOD

The choice vacation period will *begin on April 1 and end on October 30*, for the duration of this contract.

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Section 30.2 (E)

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

The beginning day of the Mailhandlers vacation period (whether choice vacation or other leave) shall be the day noted on the leave application, PS Form 3971.

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Section 30.2 (F)

WHETHER EMPLOYEE'S AT THEIR OPTION MAY REQUEST
TWO SELECTIONS DURING THE CHOICE VACATION
PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS

Mailhandler craft employees may request may request two selections during choice vacation period. The combination of the two selections must not exceed fifteen (15) working days for those mailhandlers who earn twenty (20) or twenty-six (26) days of annual leave per year and ten (10) working days for those mailhandlers who thirteen (13) days of annual leave per year. Where two selections are made, both choices must be submitted by the cut off day. Approval of these requests shall be by seniority within the *section*. Seniority during the preferred leave period may be used only once on each cycle.

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Section 30.2 (G)

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

A Mailhandlers rights to a vacation during the choice vacation shall not be affected by Military Leave, Jury Duty or by Union members using leave to attend National, Regional and State conventions or union officials and union stewards at quarterly Amalgamated Union Meetings, consistent with provisions of Article 10, Section 3.F

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Section 30.2 (I)

THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE
OF THE VACATION SCHEDULE FOR SUCH EMPLOYEE

- A. Requests for choice vacation must be submitted in duplicate on PS Form 3971 to the employee's immediate supervisor by *March 1*. The supervisor must act upon these requests by *March 15*, and return the duplicate copy to the employee. Approval of these requests will be by seniority within the *section*. Failure of the supervisor to act on these requests by the cutoff date shall mean that the request has been approved.
- B. When a Mailhandler transfer to another section, the approved leave remains, so long as it is within the *percentage limit for the appropriate month*. The losing *section* shall transmit to the gaining supervisor the file copy of the Mailhandlers approved PS Form 3971.
- C. Each administrative supervisor will maintain a choice vacation roster and such roster shall be made accessible to Mailhandlers upon request.

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Section 30.2 (K)

THE PROCEDURE FOR SUBMISSION OF APPLICATION FOR
ANNUAL LEAVE DURING OTHER THAN THE CHOICE
VACATION PERIOD

Annual leave requests for periods other than choice vacation must be acted upon on a first come first served basis, and supervisors must approve or disapprove the requests within **72 hours**: otherwise the leave is automatically granted. If the employee is not on duty within the **72 hours**, it will be their responsibility to inquire as to the disposition of the leave application through contact with their supervisor or the TACS office. All such leave requests will be submitted to the Mailhandler's immediate supervisor. Whenever the effective date of the leave requests falls sooner than **72 hours**, the supervisor must act on such requests as soon as possible before the effective date and time. A minimum of two (2) Mailhandlers from each section on each tour will be allowed to use leave outside of the choice vacation period.

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Section 30.2 (L)

**WHETHER OVERTIME DESIRED LIST IN ARTICLE 8 SHALL BE
BY SECTION AND/OR TOUR**

1. An Overtime Desired List will be established for each section. Full-time regular employees desiring to work shall place their names on the list in the section where they are currently assigned or holding a bid job. There will be one list for each section by, tour.
2. Employees may voluntarily sign the list in sections where they desire to make overtime. Such volunteers will only be used when the overtime desired list of employees assigned to the section has been exhausted and additional overtime is required. Such opportunities will be offered on a rotating basis.
3. When during the quarter the need of overtime arises, Full-time Regular mailhandlers with the necessary skills having listed their names will be selected in order of their seniority on a rotating basis. Those absent or on leave shall be passed over.
4. Mailhandlers that do not wish to sign the Quarterly Overtime List, shall volunteer for overtime assignments after their scheduled tour for that day only by signing their name and indicating their seniority date, within the first two (2) hours of their scheduled tour of duty, on a daily full-time volunteer list maintained in each work section on the workroom floor.

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5. A full-time volunteer list will be posted in each work section at the beginning of the service week (i.e., Saturday) and must be signed by Tuesday of the service week prior to that being volunteered for.
6. If the Quarterly, Daily or Off Day overtime lists do not provide sufficient volunteers then the following Pecking Order will take place to obtain the additional needed Mailhandlers.
7. The employer will provide a one-hour notice to mailhandlers on duty when overtime is required. However, it is understood that emergent circumstances may be just cause for failure to provide the one-hour notice. Additionally, it is understood that if an emergent circumstance occurs more than one time in a calendar month, a resulting notice of less than one-hour is grievable.

PECKING ORDER

- A. Volunteers from the Quarterly Overtime Desired List OTDL will be utilized first for any overtime.
- B. The Daily Overtime Desired List (OTDL) will be utilized after exhaustion of the Quarterly Overtime Desired List.
- C. The Non-Scheduled Day Overtime List (OTDL) will be utilized after exhaustion of the Quarterly Overtime Desired List.
- D. All Available Casuals.
- E. All Available Par-time Flexible Mailhandlers.

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- F. Draft Mailhandlers from within the section where the overtime is needed by juniority.

- G. Draft Mailhandlers from within the section where the Overtime is needed by juniority.

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Section 30.2 (M)

THE NUMBER OF LIGHT DUTY ASSIGNMENTS TO BE
RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY
ASSIGNMENTS

The number of assignments to be reserved for permanent and temporary light duty shall be no less than nine (9).

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Section 30.2 (N)

THE METHOD TO BE USED IN RESERVING LIGHT DUTY
ASIGNMENTS SO THAT NO REGULARLY ASSIGNED
MEMBER OF THE REGULAR WORK FORCE WILL BE
ADVERSELY AFFECTED

- A. No regularly assigned member of the regular work force will be adversely affected by the reservation of light duty assignments.
- B. When the need for temporary and permanent light duty assignments exceeds nine (9), individual cases will be given consideration by the employee's supervisor in the section, the union steward and the employee requesting light duty. Before any temporary light duty reassignments are manned, each permanent light duty assignment must already be manned, by a mailhandler who is on permanent light duty.

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Section 30.2 (O)

THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE
CONSIDERED LIGHT DUTY

Culling on any opening unit

Culling, batching, and traying of letter mail

Loading letter mail on ledges

Rewrapping broken and soiled mail

Facing letter mail (rejected by advanced facer canceller system)

Perform Quality Checks

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Section 30.2 (P)

THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.

- A. Sections defined for purposes of overtime-desired list, holiday volunteer list, by sections/operations and the permanent excessing of employees from a section/operation.
- B. All sections are by tours; that is, what comprises a section on Tour 1 shall also be a section on Tour 2 and Tour 3, etc.

C. ATLANTA P&D CENTER

- 1. Originating Mail Preparation
- 2. Outgoing Primary and States
Secondary Letters and Incoming Primary and Secondary Letters
- 3. Outgoing Primary and Secondary Flats
- 4. Outgoing Opening Unit/States Pouch & SPR Rack- First Class Mail SCF, Opening Unit
- 5. Pref. And Non Pref. SCF 300
301 and 302 Walk Off Area

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6. Incoming Primary and Secondary
Flats/News 2C
7. Outgoing Strapping and Dispatch Unit
8. Platform Operation
9. Sack Sorter Machine
10. MLOCR/ISS
11. BCS/DBCS
12. Motorized Equipment
13. SPBS
14. Sack Examination & Preparation/MTE
15. Standard Mail Prep Area

D. AIRMAIL CENTER

1. Small Parcel and Bundle Sorter
2. SWYB
3. Platform/Yard
4. Motorized Trams
5. Universal Sorter
6. ADC Opening Unit

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- F. The opening of new facilities or the shifting of large portions of an Operation which now comprise a section, shall justify a special Meeting of the Labor-Management Committee in order to establish the Realignment if the affected sections.

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Section 30.2 (Q)

THE ASSIGNMENT OF EMPLOYEES PARKING SPACES

- A. Employees parking will be on a first-come, first serve basis. Management will determine the number of spaces necessary for official parking. Designated spaces for mailhandler union officials will remain as is, in accordance with the provisions of Article 20.4 of the National Agreement.

- B. Reserved parking spaces may be used as an incentive in Connection with Employee of the Quarter for QWL.

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Section 30.2 (R)

ANNUAL LEAVE TO ATTEND UNION ACTIVITIES

Annual leave for local Union officers to attend Union activities shall not be charged against the choice vacation period.

This is an Impasse item submitted by USPS Management

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Section 30.2 (S)

OTHER ITEMS

1. **Article 12 Section 3B5** - Refer to the provisions of **Article 12 Section 3B7**
2. **Article 12 Section 3C** - Unless otherwise specified, bidding for Duty assignments will be on an installation-wide basis.
3. **Article 12 Section 3E3e** - Refer to item 30.2T, Reassignments, herein.
4. **Article 12 Section 4** - Refer to item 30.2P, herein.
5. **Article 12 Section 6C4a** - Refer to item 30.2P, herein.
6. **Article 13 Section 3** - Refer to item 30. 2M through O, herein.

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Section 30.2 (T)

POSTING

1. Bidding shall be by sections when duty assignments are reposted due to changes in reporting times or off-days where it only affects one tour within an installation.

SENIORITY

1. Relative to Article 11, Section 6B, full and part-time regular Employees who volunteer to work their holiday or designated holiday shall be selected by seniority within each section. Sections are defined in items 30.2 (P) of this Memorandum.
2. Updated seniority rosters shall be provided to the local union on a quarterly basis.

REASSIGNMENT

1. (a) For all full-time regular mailhandlers having bid assignment, temporary reassignment out of bid assignment shall be by volunteers or juniority. Reassignment back into bid assignments shall be by Seniority.

(b) Mailhandlers working overtime shall not be allowed to “displace” or “bump” another employee properly holding a position or duty assignment.

MISCELLANEOUS

1. When the employer receives more than one request for a locker; First available shall be awarded to the senior Mailhandler.