

**LOCAL MEMORANDUM OF
UNDERSTANDING**

**U.S.P.S. AND A.P.W.U.
Park Ridge, IL.
333 Busse Highway**

May, 2007

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ITEM 1

Additional or longer wash-up periods

Wash-up time of no more than 3 minutes will be granted prior to lunch and at the end of the tour to those employees who perform dirty work or work with toxic materials.

ITEM 2

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

The regular workweek shall consist of five scheduled work days and two non-scheduled days. Non-scheduled days shall be fixed days off. Management, when possible, on new job assignments or additional positions created should have non-scheduled days fixed and consecutive.

ITEM 3

Guidelines for the curtailment or termination of postal operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions

Postal Operations will not be curtailed or terminated at the Post Office unless the Postmaster determines that conditions so warrant. The orders of local authorities will be considered in determining the extent to which the USPS will be curtailed.

Management shall notify the employees at the earliest possible time of curtailment or termination of Postal Operations. Such notification will be by available public media, such as television or radio.

ITEM 4

Formulation of the local leave program

This section contains the local leave policy on granting annual leave. Any modifications or disputes on policy contained in this section must be discussed mutually between both parties signatory to this agreement.

Policy is as follows:

- A) A vacation chart will be posted. Employees will be solicited according to seniority beginning February 1st. Form 3971 will be submitted at this time, in triplicate, and approved by supervisor with employee retaining a copy. Selections shall be completed no later than February 28th.

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B) An employee may cancel all of their annual leave provided that they notify management, in writing, at least fourteen (14) days in advance of the first day of the leave. Cancelled leave shall be posted for a period of three (3) days during which time employees may submit a Form 3971 for all or part of the cancelled leave. At the conclusion of the three (3) day period the leave shall be awarded by seniority with priority given to whole week submissions.

C) Applications for other than full vacation periods/individual day(s)

1. Applications will be approved on a first-come first-served basis, with seniority governing in the case of too many applications for a particular day or days, submitted on the same day. Applications shall be submitted no more than sixty (60) days, and no less than ten (10) days prior to the first day of the requested period. The policy for the minimum number of clerks off will follow that contained in Items 9A of this LMOU, with requests for full weeks taking precedence.
2. Applications will be approved or denied in writing, provided the request was submitted in duplicate, within 10 days of receipt by the approving official. Applications submitted less than 10 days in advance of the first day of the requested period will be approved or denied as soon as possible and no less than one day in advance of the first day of the requested period.
3. Employees must submit form 3971 in duplicate for an official notice of approval or denial of their request for annual leave. Employees must submit form 3971 in triplicate if they wish to receive immediate official acknowledgement (signed and dated) of management's receipt of the application.

ITEM 5

The duration of the choice vacation period(s)

Choice Period - Full Vacation Periods

- A. Choice vacation period shall be beginning the first full week of April and ending the last full week of September, the week in which the Thanksgiving holiday falls and the week between Christmas and New Years. Submission of a leave request for the week between Christmas and New Years does not have to begin on Monday.

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- B. Beginning March 1, application for incidental annual leave may be submitted for the slots not filled during the initial round of choice vacation selections. All 3971's will be approved if all vacation slots are not filled providing the request is submitted at least ten (10) days prior to the start of the requested leave.
- C. Employees must submit form 3971 in duplicate for an official notice of approval or denial of their request for annual leave. Employees must submit form 3971 in triplicate if they wish to receive immediate official acknowledgement (signed and dated) of management's receipt of application.

ITEM 6

The determination of the beginning day of an employee's vacation period

Vacation Start Day

Monday will be the beginning of a full vacation period.

ITEM 7

Whether employees at their option may request two selections during the choice vacation period, in units or either 5 or 10 days

During the choice vacation period, employees are entitled to two (2) selections not to exceed three (3) vacation periods, one hundred and twenty (120) hours.

ITEM 8

Whether jury duty and attendance at National or State conventions shall be charged to the choice vacation period

Leave for Jury Duty, military training duty, and/or attendance at State or National Conventions as a delegate of the Local shall not be charged to the Choice Vacation period

ITEM 9

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

The policy on the number of employees to be granted annual leave in one vacation period during the choice vacation period:

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A. Clerk Craft -

1. 17% of Clerks shall be allowed annual leave during the choice vacation period. The standard rule for rounding will be applied to fractions of a percent, i.e. .5 or more will be rounded up to the next whole number, less than .5 will be rounded down.
2. No more than 2 Clerks from the following groups may have leave during a vacation period:
 - a. Group 1
 1. Any Clerk with a window accountability.
 2. Bulk Mail Clerks
 - B. Group 2
 1. All other Clerks

B. Maintenance Craft

1. One employee during each choice vacation period.

C. No employee shall have their full vacation period denied because of unexpected absences.

ITEM 10

The issuance of official notices to each employee of the vacation schedule approved for such employee

Employees must submit form 3971 in duplicate for an official notice of approval or denial of their request for annual leave.

Employees must submit form 3971 in triplicate if they wish to receive immediate official acknowledgement (signed and dated) of management's receipt of the application.

ITEM 11

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

The employer shall, no later than November 1st publicize on bulletin boards and by other appropriate means the beginning date of the new leave year, which shall begin with the first day of the first full pay period of the calendar year.

ITEM 12

The procedures for submission of application for annual leave during other than the choice vacation period

Vacation other than Choice Period - Full Vacation Periods

- A. Applications shall be submitted no more than sixty (60) days and no less than ten (10) days prior to the first day of the requested period. Applications will be approved on a first-come first-served basis, with seniority governing in the case of too many applications submitted on the same day, for the same period .
- B. More than two (2) selections may be made and there is no hour limit.
- C. Applications for leave outside of the choice vacation period will be submitted on PS Form 3971 in duplicate. Applications will be approved or denied in writing within 10 days of the receipt by the approving official. Applications submitted less than 10 days in advance will be approved or denied as soon as possible and no less than one day in advance of the first day of the requested period.
- D. Employees must submit form 3971 in triplicate if they wish to receive immediate official acknowledgement (signed and dated) of management's receipt of the application.
- E. 12% of Clerks may be granted annual leave during the non-choice periods. The standard rule for rounding will be applied to fractions of a percent, i.e. .5 or more will be rounded up to the next whole number, less than .5 will be rounded down.

ITEM 13

The method of selecting employees to work on a holiday

Employees will be selected to work on Holidays by volunteer system. If the volunteer system does not provide adequate personnel, Article 11, Section 6 of the National Agreement will govern selection.

ITEM 14

Whether "overtime Desired" lists in Article 8 shall be by section and/or tour

The Overtime Desired List will be by Craft.

- A. A Part-Time Flexible Clerk converted to Regular Clerk during a quarter well be allowed the opportunity to sign the Overtime Desired List within five (5) days from the effective date of becoming a Regular Clerk.

- B. Overtime Desired List shall be annotated to short hours up to twelve (12) and days off.

ITEM 15

The number of light duty assignments within each craft or occupational group to be reserved for temporary or permanent light duty assignments

One light duty assignment will be reserved for temporary light duty.

ITEM 16

The method to be used in reserving light duty assignments so that no regularly assigned member of the regular work force will be adversely affected

Employees requesting a temporary light duty assignment will be governed under Article 13 of the 2006-2010 National Agreement.

ITEM 17

The identification of assignments that are considered light duty within each craft represented in the office

- A. The Postmaster or his/or her designee and steward shall confer on each application for the purpose of assignment.
- B. No Cross-Crafting will be allowed to other light duty assignments of a different craft until all light duty assignments within one's own craft are utilized first.

ITEM 18

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. Window Service (Full-time Regular Clerks with a window credit)
- B. Finance Cage (Finance Cage Clerks and relief clerk(s))
- C. Mail Distribution (All other full-time regulars, flexible regulars not elsewhere specified)
- D. Administrative (Timekeeper, Accounting Technician, General Clerk, Personnel Clerk, Bulk Mail Clerk)
- E. Maintenance



ITEM 19

The assignment of employee parking spaces

Parking will be on a first-come, first-served basis.

ITEM 20

The determination as to whether annual leave to attend Union activities requested prior to the determination of the choice vacation schedule is to be part of the total choice vacation plan

- A. Three (3) special positions will be left open during Choice Vacation Period for attendance at State and/or National Conventions of the APWU.
- B. Every effort will be made to allow 1 to 3 Union officials off to attend Union sponsored seminars or conferences, provided the notice given to management must be at least fourteen (14) or more days in advance of the date of the seminar or conference.

ITEM 21

Those other items which are subject to local negotiations as provided in the craft provisions of this Agreement

- A) Disputes arising from following the terms of this Agreement must be discussed mutually between the parties signatory. Changes or modifications may be made if both parties agree on the change.
- B) Management shall post and furnish the Union an updated copy of the seniority roster on a quarterly basis. This will be accomplished within one week of the beginning of the quarter.
- C) The Union shall receive a copy of all bid postings, and bid awards on the day they are posted.

ITEM 22 (Impasse item)

Local implementation of this Agreement relating to seniority, reassignments and postings

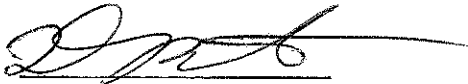
- A. Assignments will be reposted when the change in starting time exceeds one (1) hour.

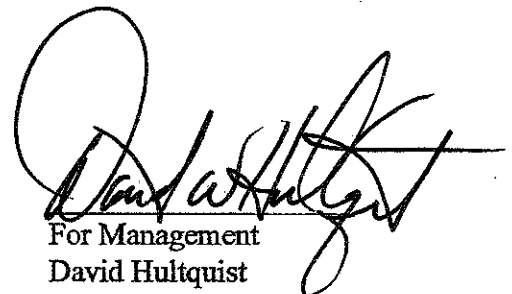
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- B. The bid notice shall remain posted for ten (10) days.
- C. It is agreed that normally the successful bidder will be placed into the new period is required in certain cases, as determined by mutual agreement between the parties, an additional seven (7) days will be allowed.
- D. A duty assignment will be reposted when there is over a 50% change from the bid assignment.
- E. The Employer will notify the employee and the Union thirty (30) days in advance, in writing, when the Employer reassigns within the installation employees excess to the needs of a section.

Closing

This Memorandum of Understanding is entered into in May 2007, at Park Ridge between the representatives of the United States Postal Service and the designated agent of the Northwest Illinois Area Local, of the America Postal Workers Union, AFL-CIO, pursuant to the Local Implementation Provision of the 2006 National Agreement.


For the Union
Dave Baskin


For Management
David Hultquist

