

2010-2015

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POSTAL SERVICE  
RIVER GROVE POST OFFICE  
RIVER GROVE, IL. 60171-9998

AND

AMERICAN POSTAL WORKERS UNION AFL-CIO  
NORTHWEST ILLINOIS AREA LOCAL # 7140

## **PREAMBLE**

### **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding made and entered into the U.S. Post Office, River Grove, Illinois by and between authorized Management Representatives of the United States Postal Service, hereinafter the Employer, and the American Postal Workers Union, AFL-CIO, hereinafter the Union, pursuant to the Local Implementation Provisions of the 2010 National Agreement constitutes the entire agreement of Local Implementation of the terms of the 2010 National Agreement

## **DURATION**

This memorandum of Understanding shall remain in full force and effect for the duration of the 2010 National Agreement.

## **SEPARABILITY**

Should any part of the Memorandum of Understanding or any provision contained herein, be rendered or declared invalid by reasons of any existing or subsequently enacted legislation or by a court of competent jurisdiction, such invalidation of such part or provision of the Memorandum of Understanding shall not invalidate the remaining portions of this Memorandum of Understanding, and they shall remain in full force and effect.

## **ITEM 1**

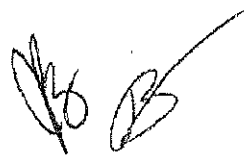
### **Additional or longer wash-up periods**

The employer shall grant reasonable, as needed, wash-up time 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**

There shall be fixed schedules for all full time bargaining unit employees.



### 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**

When there is curtailment or termination of Postal Operations the employer will abide by guidelines as expressed by the United States Postal Service in accordance with existing regulations.

The employer will notify the employees at the earliest possible time of curtailment or termination of Postal Operations. Such notification will be by available media and personal notification when possible.

### ITEM 4

#### **Formulation of local leave program**

The entire Clerk Craft shall constitute one (1) section for vacation purposes. Employees shall submit vacation selections on Form 1547. Vacation leave shall be granted based upon seniority. Form 1547 must be submitted, along with a 3971 no later than February 1<sup>st</sup> of each year. The employer must return both forms to the employee approved or disapproved by February 15<sup>th</sup> of each year. PSEs shall be allowed to submit vacation leave requests after all career employees have had the opportunity to do so.

Incidental leave requested during the Choice vacation period must be submitted on Form 3971, only after the vacation schedule is posted. All available slots properly requested shall be approved or disapproved within fourteen (14) days of request. No such request shall be unreasonably denied. Such leave shall be granted on a first come first served basis.

Short term leave must be submitted as soon as possible on Form 3971. No such request shall be unreasonably denied.

Employees who wish to cancel a slot reserved for them, must notify the Employer as soon as s/he becomes aware of such cancellation. The employer shall then make that slot available to all employees in that section. The senior bidder who has a right to prime time remaining shall be assigned the period and be notified as soon as possible.

### ITEM 5

#### **The duration of the choice vacation period(s)**

Duration of the choice vacation period shall begin the Sunday closest to April 15<sup>th</sup> of each year and end the Saturday closest to November 30<sup>th</sup> of each year.



## ITEM 6

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

An employee's vacation shall begin on Sunday and end on Saturday. Any deviations are subject to Postmaster approval.

## ITEM 7

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

Employees shall be granted annual leave during the choice vacation period in units of one week, two weeks, or three weeks, in accordance with the following formula.

Employees earning 13 days of annual leave may request either/or

1. One vacation consisting of one week
2. One vacation consisting of two consecutive weeks
3. Two vacations consisting of two non-consecutive weeks

Employees earning 20 or 26 days of annual leave may request either/or

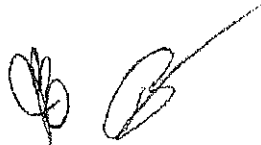
1. One vacation consisting of one week
2. Two vacations consisting of two non-consecutive weeks
3. One vacation consisting of two consecutive weeks
4. One vacation consisting of one week and a non connecting vacation consisting of two consecutive weeks.
5. One vacation consisting of three consecutive weeks

## ITEM 8

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

An employee who is called to Jury Duty, during the scheduled choice vacation period shall be eligible to select another available period in the choice vacation period.

An employee who is selected to attend a National or State Union Convention, as a delegate of this Union, shall not have this leave charged to his/her choice vacation period, when submitted in writing to the Installation head, prior to April 1<sup>st</sup> and is consistent with the number of employees off. He/She shall be eligible to select another available period in the choice vacation period according to seniority.



**ITEM 9**

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

The maximum number of clerks granted leave during the choice vacation period shall be one (1) per week each year.

**ITEM 10**

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

Vacation schedules shall be posted no later than February 20<sup>th</sup> of each year.

**ITEM 11**

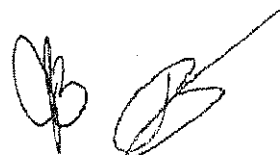
**Determination of the date and means of notifying employees of the beginning of the new leave year**

The Employer shall, no later than November 1<sup>st</sup> of each year, publicize on bulletin boards and by other appropriate means available in Postal publications, the beginning date of the new leave year, which shall begin the first full pay period of each calendar year.

**ITEM 12**

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

Employees desiring annual leave during other than the choice vacation period shall submit a written request on PS Form 3971 to the supervisor. No such request shall be unreasonably denied. Management shall approve or disapprove the leave request in a timely manner, but no later than the close of business seven (7) days prior. Such leave shall be granted on a first come first served basis.



### ITEM 13

#### **The method of selecting employees to work on a holiday**

The method for selecting employees to work on a holiday or day designated as their holiday shall be:

- a. Part-Time Flexibles
- b. Full-Time Regulars who volunteer to work on their holiday or day designated as their holiday, by seniority.
- c. All PSEs
- d. Full-Time Regulars who volunteer to work on their non-scheduled day, by seniority.
- e. Full-Time Regulars who did not volunteer on what would otherwise be their non-scheduled day, by inverse seniority.
- f. All other non-volunteer Full-Time Regulars by inverse seniority

### ITEM 14

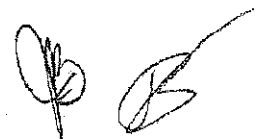
#### **Whether "Overtime Desired" lists in Article 8 shall be by section and/or tour**

The entire Clerk craft shall constitute one (1) section. Those wishing to work overtime shall place their names on the Overtime Desired List. This list shall be updated and posted quarterly. Employees shall be utilized on a rotating basis with the first opportunity offered to the senior employee. If an employee is absent or on leave s/he shall be passed over, continuing the order of rotation. Employees must be notified of an overtime requirement at least ½ hour prior to tour end.

### ITEM 15

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

There shall be no specific number of light duty assignments within the Clerk craft. Each temporary assignment request must be accompanied by a medical from a physician stating the anticipated duration of such an assignment, and the medically defined work limitations. No such request shall be unreasonably denied. The Union shall be advised of all temporary assignments and expected duration.

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**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**

No light duty assignment shall adversely affect other employees regularly assigned to the section. No carrier shall be assigned to the Clerk Craft to the detriment of Clerks assigned to the section. When a temporary assignment exceeds thirty (30) days, the Union and the employer must review the affect on others in the craft.

**ITEM 17**

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

No assignments shall be specifically identified within the craft. The employee shall be accommodated with duties which fit within his/her medical limitations.

**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**

For the purpose of reassignments within the installation employees excess to the needs of a section, the entire Clerk craft shall constitute one (1) section.

**ITEM 19**


**The assignment of employee parking spaces**

Parking spaces will not be assigned to employees with the exception of those spaces designated by signs. It 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 determination of the choice vacation schedule is to be part of the total choice vacation plan**

Covered in Item 8.





ITEM 21

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

If the starting time is changed beyond a one (1) hour radius, the assignment shall be posted for bid. The incumbent shall have the option of accepting the new reporting time. If the incumbent accepts the new reporting time, the assignment will not be reposted.

This Memorandum of Understanding is entered into in September, 2011, at the River Grove Post Office, between the representatives of the United States Postal Service, and the designated agent of the American Postal Workers Union, AFL-CIO, pursuant to the Local Implementation Provision of the 2010 Agreement.

  
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For the United States Postal Service  
River Grove, IL 60171-9998

  
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For the Union  
River Grove, IL 60171-9998