

Local Memorandum of Understanding Belle Glade, FL

National Association of Letter Carriers
Branch 1690

and

United States Postal Service
Belle Glade, FL

Brian DeBee 11/9/17
Brian DeBee Date
President, NALC Branch 1690

Debra Babb 11-9-17
Debra Babb Date
USPS Postmaster

ITEM #1 ADDITIONAL OR LONGER WASH-UP PERIODS

Article 8, Section 9 provides reasonable wash up time for a letter carrier who performs dirty work. It is the position of the Belle Glade Post Office that any letter carrier should be granted such time as is reasonable and necessary for washing up after performing dirty work, based on individual needs.

ITEM #2 THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF

The regular work week at the Belle Glade Post Office will consist of five days with rotating days off.

ITEM #3 GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT OF EMERGENCY CONDITIONS

The decision for the curtailment or termination of postal operations to conform to the orders of local authorities, or as local conditions warrant because of emergency conditions, shall be made by the installation head. When a decision has been reached to curtail postal operations, to the greatest extent possible, management will notify and seek the employees. Depending upon the severity of the emergency situation and what is allowed by local authorities under such a situation, Postal Service Hotline will be open for employees to call for information. Employees involved in actual emergency situations will take immediate action to protect themselves and the mails. Under such circumstances, management will be advised as soon as possible. Whenever possible, the installation head or his designee shall meet the local union representative to discuss such factors as:

- A) The degree of emergency as stated by and acted upon by responsible governmental authorities.
- B) The degree of unsafe conditions resulting from such emergency as it relates to employees performing their duties.

ITEM #4 PREAMBLE TO THE ANNUAL LEAVE PROVISION

The Postal Service recognizes that an employee and CCA earns annual leave. It is a contractual right of the employee and CCA to request and use annual leave. The Postal Service will make every attempt to accommodate every request for annual leave within business conditions at the time of the request.

FORMULATION OF LOCAL LEAVE PROGRAM:

- A. For vacation leave purposes, all letter carriers and CCAs shall be assigned for a specific unit. a specific unit shall be defined as zip code 33430 for the Belle Glade Post Office.

- B. In order to advise applicants of choice vacation in sufficient time for pre-planning, all letter carriers and CCAs submit PS Form 1547 or agreed upon form, in duplicate, to their supervisor no later than January 5th.
- C. Unit supervisor shall post the approved schedules no later than January 20th of the leave year on the official bulletin board at the Belle Glade Post Office.
- D. Annual leave over 340 hours: It will be the responsibility of each employee at the Belle Glade Post Office to schedule leave in excess of 340 hours. For scheduling purposes, all leave requests of this nature shall be made by August 15th of the leave year.
- E. Voting Leave: Work schedule will be adjusted if necessary at the Belle Glade Post office to allow employees and CCAs to vote in City, County, State and Federal Elections.

ITEM #5 THE DURATION OF THE CHOICE VACATION PERIOD

The seniority choice vacation period is designated as February 15th through 30th of November for the Letter Carrier craft.

ITEM #6 THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEES CHOICE VACATION PERIOD

Letter carriers and CCAs choice vacation leave periods shall begin on Monday and end on Sunday.

ITEM #7 WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS

During the choice vacation period letter carriers, at their option may request either; one selection in units of 10 or 15 days or; two selections in units of 5 or 10 days in accordance with the amount of leave earned annually as described in Article X, Section 3.D of the National Agreement. CCAs may also make annual leave selections, provided that they have sufficient leave at the time that the leave is taken.

ITEM #8 WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.

- A. Employees and CCAs on jury duty during the choice vacation period shall not have their absences charged to the choice vacation period.
- B. Attendance of Union representatives at National or State Conventions 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.

At least fourteen (14) percent of the regularly assigned letter carriers and CCAs in each delivery unit will be granted vacation leave. In applying the fourteen (14) percent requirement, any fraction of .50 or more will mean one (1) additional leave allotment. The purpose of this limitation is to guard against jeopardizing movement of the mails and related service needs. Any increase in release of employees and CCAs over and above this agreed figure will be the responsibility of the unit supervisor who must be guided by mail volume and other service factors.

ITEM #10 THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE

The unit supervisor shall return a copy of PS Form 3971 with the approved period annotated on the form and the supervisors initials indicating approval. A current, updated leave calendar shall be maintained on official bulletin boards. Management will be responsible for maintaining an accurate leave calendar.

ITEM #11 DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR

No later than November 1st of each year, management will notify all carrier craft employees and CCAs through the general orders of the beginning date of the new leave year. The general orders with this information will be read to all employees and CCAs at each respective work location.

ITEM #12 THE PROCEDURES FOR SUBMISSION OF APPLICATION FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD

Excluding December, at least 14% of letter carriers will be granted annual leave. Request for previously unscheduled annual leave must be submitted by the employee to his/her supervisor on Form 3971 no later than the Tuesday prior to the service week in which annual leave is desired. This leave will be granted on a first come, first serve basis. In the event more than one employee submits his/her leave application on the same date, seniority will govern. Every consideration will be given to the request with operational needs being the sole determination as to whether the leave will be approved or denied within 72 hours of the request. City Carrier Assistants, (CCAs), may apply for incidental leave as follows:

CCAs may submit a request for incidental leave for any available slot or slots not filled by regular carriers in their unit during the choice vacation period. A CCA may submit a request for incidental leave up to 10% of all CCAs – but no more than available slots except for Sundays.

CCAs request for Incidental Leave on Sundays, will be as follows, at least 6% of CCAs may submit a request for incidental annual leave on Sundays throughout the choice vacation period. Approval/disapproval is subject to the employees leave balance.

ITEM #13 THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY

Management shall determine the number and category of employees needed for holiday work and for days designated as individual employees holidays, and shall schedule employees by the following priorities.

1. Casuals even if overtime is necessary.
2. Part-time flexibles, even if overtime is necessary.
3. Full-time employees on their non-scheduled workday, and employees whose Designated holiday it is, shall be allowed to volunteer, and selection made in Seniority order.
4. CCAs even if overtime is necessary.
5. All others who have not been scheduled in reverse seniority order.

ITEM # 14 WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR

Overtime records shall be maintained and posted in a visible location on the work room floor at each installation on a continuing basis and made available for review in each station. Overtime shall be scheduled in accordance with Article 8, Section 5, of the National Agreement between the parties.

If an employee is not available to sign the Overtime Desired List two (2) weeks prior to posting, due to Military Leave, Annual Leave, extended sick leave, etc., he/she may request a supervisor to add his/her name to the list within three (3) work days upon his/her return to duty. If an employee transfers from one delivery unit to another delivery unit, it will be the responsibility of the employee to notify the supervisor that he/she is on the Overtime Desired List upon his/her arrival at the new delivery unit. The employee will sign the Overtime Desired List.

ITEM #15, 16, 17 LIGHT DUTY ASSIGNMENTS, METHODS AND IDENTIFICATION OF:

A. Definition of Light Duty:

Light Duty is duty which can be performed by an ill or injured employee without creating a hazard to himself or others. Such assignments could include duties involving: desk work, sitting on a rest bar, no prolonged walking, standing or heavy lifting, minimum use of stairs, or other typical features of a position.

B. Determination of Light Duty Assignments:

It is agreed that light duty assignments will be determined on an individual basis. employees requesting light duty must do so in writing to the installation head, who shall then determine whether there is sufficient work available for a light duty assignment.

every effort will be made to assign light duty in the employees own craft.

C. Assignment Across Crafts:

When it is not possible to assign an ill or injured employee to a position within his/her own craft, the installation head will consult with the local union president of the craft to which the assignment is proposed. No member of the NALC Crafts will be adversely affected by the assignment of light duty from another craft.

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 section shall be defined as Belle Glade Post Office, for the purpose of reassigning excess employees.

ITEM #19 THE ASSIGNMENT OF EMPLOYEE PARKING SPACES

The Postmaster will designate parking spaces available for employee parking. Parking in these spaces 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

An employee who is called to jury duty during his scheduled choice annual leave period, or who attends a National, Regional, or State Convention (Assembly) during the choice vacation period is eligible for another available period provided this does not deprive any other employee for the first choice for his/her scheduled annual leave.

ITEM #21 THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT

Those assignments which are vacant for five (5) days or more and known by management at least seven (7) days in advance will be advertised for opt in a conspicuous place no later than Tuesday of the week preceding scheduling day of Wednesday of the succeeding week.

Reserve unassigned, part-time flexible and CCA letter carriers may exercise their preference for those assignments vacant for five (5) days or more by filling out a specific form designated by Management and Union.

The advertisement will remain posted until 1600 hours on Friday of the posting week.

Assignments will be awarded in order of seniority. Successful applicants will remain in the assignment for the duration of the vacancy. In the event a PTF or CCA is a successful bidder and during the vacant period there is no identifiable assignment for reserve letter carrier, Management reserves the right to move the PTF or CCA to other duties and allow the reserve letter carrier to serve that assignment for that day only.

ITEM #22 LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING

The carrier routes will not be posted for bid where there is a change of one hour or more in starting time except at the incumbent's request. Bids will be opened and reviewed in the presence of an officer of NALC Branch 1690 on his own time. The language in Article 41, Section 3.0 of the National Agreement will be used.

Section 3.D of the National Agreement. CCAs may also make annual leave selections, provided that they have sufficient leave at the time that the leave is taken.

ITEM #8 WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD. A. Employees and CCAs on jury duty during the choice vacation period shall not have their absences charged to the choice vacation period. B. Attendance of Union representatives at National or State Conventions shall not be charged to the choice vacation period.

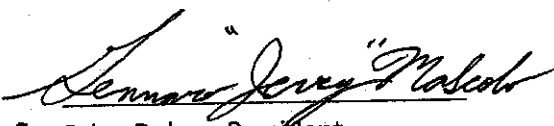
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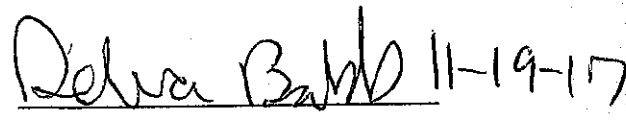
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ITEM #11 DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR No later than November 1st of each year, management will notify all carrier craft employees and CCAs through the general orders of the beginning date of the new leave year. The general orders with this information will be read to all employees and CCAs at each respective work location.

ITEM #12 THE PROCEDURES FOR SUBMISSION OF APPLICATION FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD Excluding December, at least 14% of letter carriers and CCAs will be granted annual leave. Request for previously unscheduled annual leave must be submitted by the employee and/or CCA to his/her supervisor on Form 3971 no later than the Tuesday prior to the service week in which annual leave is desired. This leave will be granted on a first come, first serve basis. In the event more than one employee submits his/her leave application on the same date, seniority/Relative Standing will govern. Every consideration will be given to the request with operational needs being the sole determination as to whether the leave will be approved or denied within 72 hours of the request."

If you are in agreement with this proposal, please sign and return. This document will become part of our existing LMOU, which we agree to roll over into the next contract period 2016-2019.

For 
Brian Debee, President
NALC Merged Branch 1690


Debra Babb, Postmaster
United States Postal Service