

Local Memorandum of Understanding Sebastian, FL

National Association of Letters Carriers
Branch 1690

and

United States Postal Service
Sebastian, FL

Veronica Flores Osborne 2/19/19

Veronica Flores-Osborne Date
President, NALC Branch 1690

Vale m/k 2-19-2019

Dominick D'Allessandro Date
USPS Postmaster

ITEM #1 ADDITIONAL OR LONGER WASH-UP PERIODS

It is the position of the U.S. Postal Service that those employees in the letter carrier craft who performs dirty work or work with toxic materials should be granted such time as is reasonable and necessary for washing up. This includes the period of time prior to his/her lunch break. When requested by the employee and approved by the route examiner, reasonable and necessary time to wash up will not be deducted from street time during the week of inspection except when the need was the result of an unusual situation.

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

Full-time regular letter carriers will have a fixed non-scheduled day. There will be one non-scheduled day for each day of the week (except Sunday) for each six regular carriers at each station scheduled. In the event there are in excess of six carriers the non-scheduled day will begin with Saturday (e.g., carrier #7 would have a Saturday non-scheduled day, carrier #8 would have a Monday non-scheduled day).

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 or terminate postal operations, to the greatest extent possible, management will notify and seek the cooperation of local radio and television stations to inform employees.

Depending upon the severity of the emergency, Postal Service telephone will be open for employees to call for information. In the case of employees who encounter emergency conditions while in the performance of their duties, they will contact their supervisor for instructions. If communications fail, employees who fear for their personal safety and the security of the mails may make the decision to return to their duty station for instructions.

ITEM #4 FORMULATION OF LOCAL LEAVE PROGRAM

In order to advise applicants in sufficient time for preplanning, it is necessary that employees and CCAs make written application for the periods of their choice leave not later than January 15th of the leave year.

The installation head shall post the approved schedules on carrier bulletin boards no later than February 15th of the leave year but earlier, if possible.

ITEM #9 DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES INCLUDING CCAS WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.

At least fourteen (14) percent of the regularly assigned letter carriers in each delivery unit, including CCAs, will be granted vacation leave, said fourteen (14) percent to include jury duty, military leave and extended sick 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 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 INCLUDING CCAS 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.

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

No later than November 15th 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 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, letter carriers and CCAs may be granted annual leave. Request for previously unscheduled annual leave must be submitted by the employee 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 determining whether the leave will be approved or denied within 72 hours of the request.

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

The method of selecting employees to work on a holiday is as follows:

1st Selection – CCA's even if overtime is necessary.

2nd Selection - Part-time flexibles, even if overtime is necessary.

3rd Selection - Full-time and Part-time regulars who have volunteered to work on a holiday; selection of volunteers for each holiday shall be made on the basis of seniority from amongst those who volunteer.

4th Selection - Full-time and Part-time regulars who have not volunteered to work on the holiday and whose holiday it is not; such employees shall be selected on a juniority basis.

5th Selection - Full-time and Part-time regulars who have not volunteered to work on the holiday and whose holiday it is; such employees shall be selected on juniority basis.

ITEM # 14 WHETHER "OVERTIME DESIRE" 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 with 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.

The Delivery Units are categorized as follows: 32958

ITEM #15 THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT

The number of light duty assignments within the craft to be reserved for temporary or permanent light duty assignments shall be agreed upon between the Union and Employer as the need arises, for the assignment of ill or injured employees, until employee is released by doctor for regular assigned 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

When a request for light duty is received, supported by medical evidence, the installation head or his/her designee and the Local NALC President or his/her designee will meet to determine the

light duty assignment available. After such determinations, work which has been identified as light duty will be assigned to the carrier who has submitted the request for light duty. The ultimate decision will rest with the installation head.

ITEM #17 THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITH EACH CRAFT REPRESENTED IN THE OFFICE

The identification of assignments that are to be considered light duty shall be determined by management and will be assignments which the ill or injured employee, as determined by a medical doctor, is physically able to perform provided it does not adversely affect the work force.

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 zip code, 32958 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 and part-time flexible 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 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 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 officer or designee.

The language in Article 41, Section 3.0 of the National Agreement will be used.

National Association of Letter Carriers

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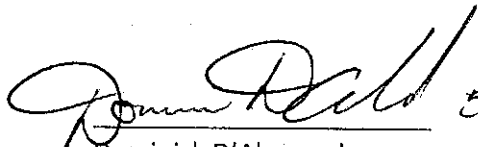


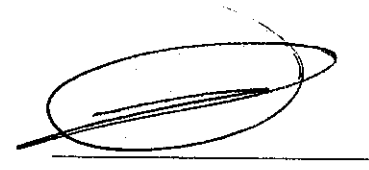
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April 26th, 2021

This is to notify you that pursuant to the provisions of Article 30 of the National Agreement, Branch 1690 wishes to extend the current Local Memorandum of Understanding through the term of the 2019-2023 National Agreement which ends May 23rd, 2023. If you agree to this extension, please sign at the bottom, and send back to my office. Please also make a copy for your records. This letter will be placed as the last page in the LMOU. Thank you.

 5-3-21
Dominick D'Alessandro
Postmaster Sebastian


Jeffrey Wagner
President Br 1690