

## Local Memorandum of Understanding

This memorandum of understanding, entered into on **February 29, 1996**, at Juneau Alaska between the representatives of the U. S. Postal Service and the designated agent of the Union Signatory to the National Agreement, National Association of Letter Carriers, pursuant to the **1994 - 1998** National Agreement, constitutes the entire agreement on matters relating to local conditions of employment in the Juneau Post Office at the inception of this contract.

To be effective as of March 16, 1996

**For the  
United States Postal Service**

**For the Union**

James M. Donaghey 3/22/96  
James M. Donaghey (date)  
Postmaster  
U. S. Postal Service  
Juneau, AK 99803-9998

Stuart W. Akagi 3 22 96  
Stuart W. Akagi, President (date)  
National Association of  
Letter Carriers, Local 4985  
Juneau, AK 99802-2232

Received 12/06/00

from C. D. [unclear] from [unclear]  
been asking for this  
for 6 months  
no one knew where  
this was.

CC File [unclear] 12/06/00

1. Wash-Up Periods.

Installation heads shall grant reasonable wash-up to those employees who perform dirty work or work with toxic materials. The amount of wash-up time granted each employee shall be subject to the grievance procedure. Consideration shall be given to emergency situations for wash-up, on an individual basis.

2. Regular Work Week.

The established regular work week shall be five days with either fixed or rotating day off.

3. Curtailment or Termination of Postal Operations.

It is recognized by both parties that on occasions emergency conditions occur which might be cause for employer to consider the curtailment of operations in part or in whole. In the event of such emergency conditions, employee(s) shall contact the employer at the earliest possible time to report circumstances which preclude reporting for duty or continuation of service. At such time when a carrier is outside of the office and encounters a hazardous situation or condition, they will contact first their immediate supervisor or higher level manager. After a thorough review of conditions, and after having given local authority declarations consideration, the installation head or his designee shall render a decision on the conditions.

4. Local Leave Program.

A. Trading of annual leave shall be allowed between carriers, provided one(1) week notice is given prior to posting of schedule.

B. Involuntary reassignments will not cause loss of signed annual leave. In cases of voluntary reassignment, Management will make very effort to authorize signed annual leave.

C. No carrier will be called back to work while on annual leave.

D. Military leave will not be charged against choice vacation period.

4. Local Leave Program, continued

E. The Union will be responsible for passing around the choice vacation period. The choice leave list will be finalized before the beginning of choice time.

F. An employee may designate another employee to sign for their choice vacation leave. Failure of an employee to sign up for their choice leave will relieve Management of any responsibilities.

G. All cancellations of choice vacation weeks shall be posted as soon as Management is notified. The Union will pass the sign-up sheet to the carriers who are next in seniority, to fill that available week. This will be accomplished in five(5) days after posting. If the vacant week is not filled, then it will be filled on a first-come, first-served basis.

H. An employee will have another choice of the available vacant weeks in choice vacation period if they become ill during their choice vacation week, provided they have correct medical certification.

I. The choice vacation sheet will consist of a choice vacation period and non-choice vacation period. The sign-up sheet will consist of one week slots from January through November, except for the choice vacation period. (Refer to Items 5 and 9). The employee will have the option to sign up for both when the sheet is circulated.

J. An employee can sign up for any vacant week in the choice vacation period after the sheet is finalized. This will be on a first-come, first-served basis, and at Management discretion.

K. The choice vacation sheet will be circulated twice before it is finalized.

L. Bereavement Leave.

- 1) In cases of death in the immediate family of an employee, the employee shall be granted annual leave or leave without pay in the absence of sufficient annual leave balance of a minimum of fourteen(14) calendar days. All consideration will be given for additional leave.

L. Bereavement Leave, continued

- 2) For the purpose of administration of this provision, the immediate family shall be defined as:
- a. Spouse, and parents of spouse.
  - b. Children & spouses of children.
  - c. Parents.
  - d. Brothers & sisters.
  - e. Person(s) related by blood or whose close association with the employee was of a close family relationship.

M. Final choice vacation sheet will be sent to the Union and posted.

5. Duration of the Choice Vacation Period.

The choice vacation period will begin on the first full postal week in May and last through the last full postal week in September.

6. Beginning Day of the Vacation Period.

The beginning day of an employee's vacation period will be Monday and lasts through Sunday.

7. Option of Selection.

On the first sign-up of choice vacation, the employee can sign for:

- A. Three(3) consecutive weeks.
- B. Two(2) consecutive weeks and one(1) week.
- C. One(1) week and one week.

On the second sign-up of choice vacation, the employee can sign-up for one(1) week.

An employee is not entitled to more than 10 or 15 days during the choice vacation period, depending on their leave earning capacity. Any additional leave would be considered incidental. This article shall not supersede or conflict with any article in the National Agreement.

8. Jury Duty or Union Conventions.

Jury duty and attendance at National or State Union Conventions shall not be charged to the choice vacation period.

9. Number of Employees.

The maximum number of employees will be two, who shall receive leave each week during the choice vacation period.

10. Approved Vacation.

The employee will submit a PS Form 3971, in duplicate, after the final choice vacation sheet is posted. Once an employee has entered their signature on the leave list, it is considered an advanced commitment, provided sufficient annual leave is available.

11. Notification of New Leave Year.

The Union will be notified in writing of the beginning of the new leave year, no later than January 2, and this information will be posted on the bulletin board.

12. Incidental Leave.

All applications for incidental leave will be on a first-come, first-served basis. Management will approve/deny the request within eight(8) working days. If action is not taken within this time frame, then automatic approval will occur.

13. Holiday Selection.

Volunteer Holiday sign-up sheet will be posted two(2) weeks prior to the Holiday. The order of selection for working a Holiday will be as follows:

- A. Casuals and/or PTF's
- B. Regular Volunteers
- C. Non-Volunteer Regulars by juniority.

14. Overtime Desired List.

The overtime desired list will be by the carrier unit. The selection will be by the order of sign-up and first-serve basis. The official ODL will be posted in the glass bulletin board.

15. Number of Light Duty Assignments.

Management will follow Article 13 in the National Agreement.

16. Reserving Light Duty Assignments.

Management will follow Article 13 in the National Agreement.

17. Identification of Light Duty Assignment.

Management will follow Article 13 in the National Agreement.

18. Identification of Assignments Comprising a Section.

A section will be comprised of the carrier section.

19. Employee Parking Spaces.

To continue with the current assignments.

20. Union Activities.

Union activities requested prior to determination of the choice vacation schedule will not be a part of the total choice vacation plan.

21. Craft Provisions.

An employee will get a ten(10) minute break at the beginning of an overtime period, if on a different assignment.

22. Seniority, Reassignments and Posting.

In instances where several assignments are posted, a letter carrier may bid for as many assignments as are posted, stating their preferences in the following manner: First choice, Second choice, Third choice, Fourth choice, Fifth choice. Separate PS Forms 1717-A shall be prepared for each assignment and annotated to show preference or assignment.

Bids for assignment on PS Form 1717-A shall be placed in the designated bid box at the Juneau Post Office during the period for which notice is posted.

The Steward or a designated union member shall be present for the opening of the bid box and the awarding of the bids.

A copy of local originating notices having special local implication to the carrier craft shall be mailed to the Union.

"When a letter carrier route or full-time duty assignment, other than the letter carrier route(s) or full-time duty assignment(s) of the junior employee(s), is abolished at a delivery unit as a result of, but not limited to, route adjustments, highway, housing projects, all routes and full-time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose route(s) or full-time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this Article (41.3.0)."