

**MEMORANDUM OF
UNDERSTANDING**
BETWEEN THE
**UNITED STATES
POSTAL SERVICE**
MEDFIELD, MA 02052
AND THE
**NATIONAL ASSOCIATION
OF LETTER CARRIERS** AFL-CIO
BRANCH 34
400 WEST CUMMINGS PARK, SUITE 3950
WOBURN, MA 01801-6396

2011-2016

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1. ADDITIONAL OR LONGER WASH UP PERIODS

WASH UP TIME

- A. The parties recognize that in the Carrier Craft, workers may engage in work which can be identified as being dirty or toxic.
- B. In view of this, it is incumbent upon the individual Supervisor to grant reasonable wash up time to employees.

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

A. Workweek

The regular work week for routes at the Medfield Post Office will consist of five (5) days with rotating days off.

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

- A. The decision as to curtail or terminate postal operations is the responsibility of the Postmaster.
- B. Both parties agree to consult in the event of an emergency situation which would preclude employees from reporting to work.
- C. It is agreed that advice of local authorities will be solicited.
- D. The employee's safety and health will be paramount in determining "A" above.

4. FORMULATION OF LOCAL LEAVE PROGRAM

- A. Management will ensure that no employee is required to forfeit any annual leave.
- B. Care shall be exercised to assure that no employee is required to forfeit any part of such employee's annual leave.

- C. Beginning March 1 *through* March 18, Management will circulate a chart among the carriers by seniority who will indicate his/her choice of vacation selections. Each carrier will be shown the updated chart when making his or her selections. Carrier will have forty-eight (48) hours to make his or her decision.
- D. All cancelled vacations prior to the Tuesday of the service week will be re-posted immediately. Carriers will be canvassed by Management and the cancelled vacation periods will be awarded by seniority, up to the percentage allowed off that week.
- E. Any open vacation weeks in the choice vacation can be requested in the increments of one or more days up to the Tuesday of the preceding week of the requested leave and said day or days will be filled according to seniority.
- F. Leave requested after the Tuesday of the preceding service week of the requested leave shall be granted up to the percentage allowed off that week on a first-come, first-serve basis.
- G. City Carrier Assistants (CCA's) will be part of the leave compliment.

5. DURATION OF THE CHOICE VACATION PERIOD

The duration of the choice period for 2012, 2013, 2014, 2015 and 2016 for the carrier craft shall be fifteen (15) consecutive weeks beginning the first Monday in June.

6. THE DETERMINATION OF THE BEGINNING OF AN EMPLOYEE'S VACATION PERIOD

All vacations will commence on Monday and return to work on Monday, unless that is a Holiday or a non-schedule day.

7. WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE PERIOD, IN UNITS OF EITHER FIVE (5) OR TEN (10) DAYS

Carriers may take two (2) selections at the same time during the choice period in units of either five (5) or ten (10) days and will be granted this leave in accordance with Item #9 of this agreement.

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

Jury Duty and attendance at the National or State Convention shall not be charged to the choice vacation.

9. MAXIMUM NUMBER OF EMPLOYEES OFF EACH WEEK DURING THE CHOICE VACATION PERIOD

- A. The number of carrier craft employees on vacation each week during the choice vacation shall be 20%.
- B. In those instances when figuring 20% does not result in a whole number, if the fractional result is .5 or higher, the next higher whole number will be used.
- C. Additional annual leave may be granted at the discretion of Management.

10. THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR THEM

Employees shall be notified by return of duplicate PS Form 3971 and by posting of a total leave chart.

11. DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW YEAR

Employees shall, no later than November 1, 2012, 2013, 2014, 2015, and 2016 publicize on bulletin boards the beginning date of the new leave year, which shall begin with the first day of the first full period of the calendar year.

12. THE PROCEDURE FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE OTHER THAN THE CHOICE VACATION PERIOD

- A. The non-choice periods will be from the beginning of the leave year to the start of the choice period and from the day following the end of the choice period to December 15th. Any leave from December 16th to December 31st, shall be at the discretion of the Postmaster.

- B. In the Letter Carrier Craft in the Medfield Post Office, 20% of the carriers shall be allowed off each week according to seniority.
- C. The cut-off date for submissions of applications for non-choice vacation periods shall be (4) weeks prior to the beginning of the non-choice period. These choice (s) are to be in increments of five (5) work days.
- D. Management will approve or disapprove applications for leave within (7) calendar days of the cutoff date for submission of applications for the non-choice vacation period, in accordance with B and C above.
- E. Any open vacation weeks in the non-choice period can be requested in increments of one or more days up to the Tuesday preceding the service week of the requested leave, and said day or days will be filled according to seniority. Leave requests made after Tuesday preceding the service week of the requested leave may be granted depending on the service needs will be approved within 24 hours.

13. THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY

- A. Part Time Flexibles, even if overtime is necessary.
- B. Full Time Regular Employees who have volunteered to work on their holiday or designated holiday at the straight time rate.
- C. City Carrier Assistants.
- D. Full Time Regular Employees who have volunteered on what would otherwise be their non-scheduled work day at the overtime rate.
- E. Full Time Regular Employees who have not volunteered on what would otherwise be their non-scheduled work day in inverse seniority at the overtime rate.
- F. All other Full Time Regular Employees who have not volunteered by inverse seniority.

14. OVERTIME DESIRED LIST

For the purpose of this agreement, all employees will be considered on Tour II and the Medfield Post Office will be one section.

15. ASSIGNMENT OF III OR INJURED EMPLOYEES

A. Number of Light Duty Assignments

The Postmaster shall not be limited to the number of temporary or permanent light duty assignments for letter carriers who have been injured or ill.

16. METHOD USED IN RESERVING LIGHT DUTY ASSIGNMENTS

A. Temporary Light Duty Assignments

Carrier personnel who are limited in availability to light duty shall be employed in his/her unit up to a period of fourteen (14) days, providing sufficient work is available. Such work is not restricted to his own craft, provided no member of another craft is adversely affected.

17. IDENTIFICATION OF LIGHT DUTY ASSIGNMENTS

It is agreed that Light Duty Assignments within the Medfield Post Office for Letter Carriers, may include, but not be limited to:

- A. Assisting routes by setting up mail.
- B. Marking for forwardable mail.
- C. Relabeling carrier cases.
- D. Rewriting carrier route books.
- E. Coverage of suitable collection route.
- F. Labeling inside apartment boxes.
- G. Training new employees when in fact training is done at the station level by craft employee.
- H. Combine part time hours for an eight hour day and forty hour week when and if possible at the office level.
- I. It is understood by the parties that there will be no "make work" situations.

18. THE IDENTIFICATION OF ASSIGNMENTS COMPROMISING THE SECTION WHEN IT IS PROPOSED TO TO RE-ASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION

Does not apply in this situation.

19. PARKING

When parking becomes available at the Medfield Post Office in excess to Postal Service needs, the parties agree to meet for the purpose of negotiating procedures to be used in the allocation of parking spaces.

After it has been determined how many spaces are available in the Letter Carrier Craft, these spaces will be awarded by the Union.

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 CHOICE VACATION PLAN

Annual Leave for Union activities during the Choice Period will not be part of the Choice Vacation Plan.

21. THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATION AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT.

A. Changes in starting time of more than one (1) hour will not require reposting providing the incumbent chooses to accept the new reporting time.

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

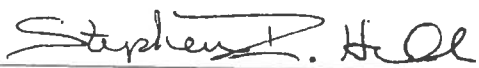
A. The Installation Head shall post and furnish a copy of an updated seniority list to the Union on an annual basis.

B. The Union will be notified at least six (6) months in advance of any reassignments due to consolidation whenever possible.


C. Bids will remain posted for five (5) days.

When a letter carrier route or full time assignment, other than the 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 the 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.

This Memorandum of Understanding is entered into on November 30, 2007, at Medfield, MA 02052 between representative(s) of the United States Postal Service and the designated agent(s) of the National Association of Letter Carriers, AFL-CIO, pursuant to the local implementation provision of the 2011-2016 National Agreement. This Memorandum of Understanding constitutes the entire agreement on matters relating to the local conditions of employment.



Stephen Hill
Postmaster
Medfield, MA 02052



Robert A. Lind
President, Branch 34
National Association of Letter Carriers