

# LOCAL MEMORANDUM OF UNDERSTANDING

## BELLE PLAINE, MINNESOTA

### **ITEM #1 ADDITIONAL OR LONGER WASH-UP PERIODS:**

- A. Article 8, Section 9 provides reasonable wash-up time for a letter carrier performing dirty work or works with toxic materials. It is the position of the U.S. Postal Service that any letter carrier should be granted such time as is reasonable for washing up after performing dirty work or incident to personal needs, as currently established.

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

- A. Management will provide the following options of by se                      The full-time employees may annually select fixed or rotating days off.
- 1) Fixed Days
    - a. Saturday/Sunday
    - b. Sunday/Monday
    - c. Sunday/Wednesday
    - d. Sunday/Thursday
  - 2) Rotating Days
    - a. Rotating Friday/Saturday

### **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:**

- A. In times of civil disorders or Acts of God involving community disasters such as fire, flood or storms, the Postmaster or his/her designee will determine whether conditions are such that postal operations should be curtailed or terminated, taking into account the welfare of postal employees, service needs and local conditions. The Postmaster or his/her designee will notify all employees should operations be curtailed or terminated. When on the route, and in the opinion of the carrier, conditions exist which constitute danger to his/her personal safety, the carrier shall call the post office for instructions as soon as practical. The Union President or his/her designee, depending on availability will be notified promptly of these orders.

### **ITEM #4 FORMULATION OF LOCAL LEAVE PROGRAM:**

- A. Vacation choices signed for at one time must be consec                      ks. When an employee is notified by the supervisor that he/she is next to make an application, they will have a maximum of three (3) days to make a selection or the next senior person shall be eligible.
- B. There will be three rounds of vacation application to allow additional selections consistent with available periods.
- C. The first round of vacation selection will begin November 1st. The second round will begin November 15th. The third round will begin December 1st.

- D. No employees are allowed to bid for more weeks of annual leave (actual or projected) than they have available for that leave year.
- F. Vacation selections, or portions thereof, may be cancelled at any time prior to the end of tour on Tuesday proceeding the vacation week.
- G. In cases of death in the immediate family of an employee, the employee shall be granted, if he/she requests, such leave as is reasonable and necessary.
- H. Funerals
  - 1) For the purpose of administration of the new National Government Leave Memorandum, the definition of family shall also include any person related by blood or affinity whose close association with the employee was such as to have been the equivalent of a family relationship.
  - 2) In cases of an employee's death, management will evaluate service needs in order to make the necessary arrangements to allow the maximum number of employees to attend the funeral.

**ITEM #5 THE DURATION OF THE CHOICE VACATION PERIOD(S):**

- A. The choice vacation periods shall be as follows: Beginning the first week of the leave year, and ending the first Saturday in January.

**ITEM #6 THE DETERMINATION OF THE BEGINNING OF AN EMPLOYEE VACATION PERIOD:**

- A. Vacations will be bid on a Sunday through Saturday basis.

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

- A. On any round, a carrier may make a single choice up to two (2) weeks, with a three round maximum of 5 weeks.

**ITEM #9 DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE CHOICE VACATION LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD:**

- A. One (1) carrier will be allowed off for choice vacation per week of the choice vacation period.

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

- A. Requests for short-term annual leave may not be made more than sixty days in advance of the date the leave is to be used. These requests will be granted on a first come, first served basis after the Service needs have been met. If necessary, seniority will be the tiebreaker. Supervisors shall make a prompt decision, in an attempt to allow the employee at least five (5) days prior to the beginning date of the requested leave to make plans.

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

- A. The order for selecting employees to work on a holiday and/or a designated holiday is as follows:
- 1) All part-time flexible scheduled employees;
  - 2) Volunteers, by seniority and on a rotating basis, regardless of whether eligible for premium pay or for overtime.
  - 3) Transitional Employees
  - 4) Non volunteers on a rotating basis according to inverse seniority, regardless of whether eligible for premium pay or overtime.
- B. On a holiday schedule, a T-6/Utility carrier may be assigned to a vacant route on his/her string in the event that a full-time regular is scheduled to work his/her non-scheduled day. If there is not an open route on the utility string, the regular carrier will be assigned where needed.
- C. Carriers who have annual leave immediately preceding or following a holiday/designated holiday will not be required to work as non-volunteers for the Holiday Schedule.
- D. Management shall be responsible for maintaining the records necessary for the administration of this provision.