

LOCAL MEMORANDUM OF UNDERSTANDING

MOUND, 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 and necessary 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 based on seniority:
- 1) Rotating Friday/Saturday
 - 2) Alternating rotating Friday/Saturday
 - 3) Fixed Sunday/Monday
 - 4) Sunday rotating (by joint agreement of Postmaster and Steward)
- B. By mutual request, carriers will be allowed to exchange non-scheduled days for their personal convenience at the discretion of management.

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 (3) rounds of vacation application to allow additional selections consistent with available periods.
- C. Bidding for vacation selections will after November 15th and be completed by December 31st.

- D. No employees are allowed to bid for more weeks of annual leave (actual or projected) than they have available for that leave year.
- E. Vacation selections, or portions thereof, may be cancelled at any time prior to ten (10) days preceding the vacation week.
- F. 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.
- G. For the purpose of administration of this provision. immediate family shall be defined as:
 - 1) Spouse and parents thereof;
 - 2) Children and spouses thereof;
 - 3) Parents;
 - 4) Brothers and sisters; and
 - (5) 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.

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 last Saturday in November and will include the last two weeks of December.

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) or three (3) weeks as applicable.
- B. The total number of bid weeks will not exceed five (5) weeks.

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

- A. An official call to jury duty will not be charged to the choice vacation period.
- B. Annual leave to attend National Conventions will be charged to the choice vacation period, but will not be charged against the individual's number of vacation selections.

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 serve 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.