

Local Memorandum of Understanding Between the USPS and the NALC at Derby, KS

Article 30 Section B.1. Wash-up time

The installation head shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic materials.

Article 30; Section B.2. Regular work week

All full-time letter carriers in Derby Installation will be on a rotating day off schedule with the work week running Monday through Saturday. (2013)

Article 30: Section B.3. Emergency curtailment

- A. During emergency conditions, the installation head will determine whether or not to curtail or terminate Postal Operations. In cases of such emergency conditions, the employer will take into consideration such factors as:
 - 1. The safety and health of the employees
 - 2. The degree of the emergency as stated by responsible government authorities.
 - 3. The installation head may notify available news media for their assistance in notifying employees when he has determined to terminate postal operations.

Article 30: Section B.4. Formulation of local leave

- A. Annual leave selection shall be by installation wide seniority on a installation wide basis. All employees, including CCAs, will be allowed to bid
- B. Selection for the choice/non-choice period will begin on November 15th.
- C. Employees will complete the leave form in duplicate and return it to the installation head. One copy of the form will be returned to the employee after their selection has been approved by the installation head.

- D. If the employee fails to submit the completed leave form within three (3) calendar days, he/she will be passed over and will be granted leave periods when the leave form is received and all other leave forms are completed installation wide.
- E. An employee who is on leave and/or scheduled day off must submit his/her annual leave choice(s) prior to going on leave or scheduled day off.
- F. The mutual exchange of leave periods will not be permitted.
- G. Scheduled annual leave periods may not be cancelled by the employee unless the request to cancel is received in writing ten (10) calendar days prior to the first day of the scheduled leave period.
- H. Canceled leave periods must be for at least one full week or will not be permitted to be cancelled.
- I. All leave periods which become available through cancellation ninety (90) days prior to the first day of scheduled leave, shall be made available to carriers in order of seniority.
- J. A Letter Carrier will use Form 3971, submitted in triplicate, to apply for annual leave selections after the original choice/non-choice leave selection. The supervisor will sign the Form 3971 showing receipt of the request. The employee will specify the calendar week. The supervisor shall notify the carrier of any action taken within five (5) days. If no action by management in this time frame, the leave is automatically approved. Automatic approval will only be granted if employee can provide their copy of the Form 3971, signed as received by their supervisor more than 5 days prior

Article 30: Section B.5. Duration of choice periods.

The choice leave period shall be from Monday nearest May 1st through the Saturday nearest September 30th, and Monday nearest November 1st through the Saturday nearest December 1st.

Article 30: Section B.6. Beginning day of vacation

The beginning day of the employee's vacation period shall be Monday.

Article 30: Section B.7. Annual leave choice options

Employees at their option shall be granted two (2) selections in units of five (5) or ten (10) working days, during the initial selection period, the total not to exceed the limitations of the National Agreement.

Article 30: Section B.8. Jury duty, Natl. or state convention

Jury duty and attendance at state and national conventions shall not be charged to the maximum leave allowable to an employee during the choice period.

Article 30: Section B.9. Number of employees on leave, choice period

Two employees shall be allowed off during the choice period. Two employees shall be allowed off during the non-choice period.

Article 30: Section B.10. Vacation notice

One copy of the completed leave form (3971) will be returned to the employee indicating the approved leave period(s). This constitutes official written notice to the employee.

Article 30; Section B.11. Notify employees of leave year date

Employees shall be notified by posting, no later than November 1, when the new year begins and ends and the date leave will commence.

Article 30: Section B.12. Non-choice selection procedures

After Choice/non-choice leave is awarded under Item 4.B., additional incidental and full week leave requests may be granted on a first come, first served basis.

Article 30: Section B.13. Holiday scheduling

The following method will be used to select those qualified employees needed to work the holiday or day designated as the holiday:

1. CCAs
2. Part-time flexible employees
3. Full-time and part-time regulars who volunteer to work on their holiday or day designated as their holiday by seniority.
4. Full-time and part-time regulars who volunteer to work on their non-scheduled day by seniority.
5. Full-time and part-time regulars who did not volunteer to work their holiday or day designated as their holiday by juniority.

6. Full-time and part-time regulars who did not volunteer to work their non-scheduled day by juniority.

If, after the posting period, a need develops for additional or replacement employees, employees shall be selected according to the above order.

Article 30: Section B.14. Overtime List by section/tour

Overtime desired lists shall be established by sections

Article 30: Section B.15, 16, & 17. Light duty assignments

Within the letter carrier craft, light duty assignments shall include but not be limited to the following:

1. Labeling cases, and preparing Form 313
2. Collections
3. Performing service on auxiliary mounted routes
4. Normal carrier duties
5. Casing and all other office work available.

All of the above duties which the ill or injured employee may be able to perform.

When it is not possible to assign ill or injured letter carriers to a light duty assignment within the letter carrier craft, in accordance with Article 13 of the National Agreement, the installation head or designee shall discuss the matter with a representative of the craft prior to effecting a permanent reassignment outside the craft.

Article 30: Section B.18. Identify section for excessing

For the purpose of reassignment of employees excess to the needs of a section, sections shall be defined as the installation.

Article 30: Section B.19 Employee parking spaces

Parking spaces, excess to the needs of the Postal Service, will be made available for craft employees on a first come, first served basis.

Article 30: Section B.20. Annual leave for union activities

In order for elected delegates to attend the state and national conventions, the following will apply: Leave periods will be reserved for 100% of the number of state convention delegates and 100% of the number of national convention delegates, subject to notification by the organization of the number of elected delegates prior to the beginning of the leave selection period.

Article 30: Section B.21. Other items from craft articles.

- A. Hold-down (opting) assignments will be posted on Tuesday and be closed at the end-of-tour on the following Monday (7 calendar days). Carriers who have indicated a preference to work the assignments will be awarded the assignments by seniority.
- B. Route adjustments, either through the use of COR or any route adjustment, which impacts a carrier route by more than 50% of the deliveries, will invoke Article 41.3.O. All routes junior to the affected carrier may be impacted by such a scenario.

Article 30: Section B.22. Seniority, reassignments and posting

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, highways, housing projects, all routes and full 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.

For the NALC:

For the USPS:

Patrick Hill, President, NALC
Branch 201 Wichita, KS

Lori Finney, Postmaster
Derby, KS

Date: _____