

**LOCAL MEMORANDUM OF UNDERSTANDING BETWEEN THE USPS
AND THE NALC IN WICHITA, KS 2023-2026**

ITEM 1: ADDITIONAL OR LONGER WASH-UP PERIODS

It is acknowledged by the parties that city letter carriers at the Wichita Installation perform dirty work in the office and on the street. The Installation Head shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic and/or hazardous materials.

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

City delivery routes work week shall be rotating work cycle, advancing one day each week. Collection routes shall have fixed days off.

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.

Letter carriers will not be required to continue their duty assignment during unsafe weather conditions when local government officials direct the public to remain off the streets. The carrier will continue their duty assignment when the emergency has ended if within their tour of duty. It is agreed that all employees shall make every effort to report for duty as scheduled. When local emergencies occur that bring about the closing of businesses and other local industries and transportation is curtailed, the Installation Head will determine whether conditions are such that postal operations should be curtailed or terminated, considering the welfare of the postal employees, service needs, and local conditions. Notification by local government officials for the public to remain off the street shall constitute a legitimate reason for absence.

ITEM 4: FORMULATION OF LOCAL LEAVE

- A. Annual leave selection shall be by installation wide seniority on a station-to-station basis.
- B. Each Station shall establish an Annual Leave Review Board to mediate all disapproved leave requests which are brought before the board.
 1. The board shall consist of the Station Manager and NALC Steward or their respective designees.
 2. The board shall convene to address the following situations:
 - A. Denied annual leave requests when an appeal is made by the employee whose leave was denied.
 - B. When an employee requests to cancel leave with less than two weeks notice.
 - C. When leave requested is time sensitive.
 3. The board shall rule by consensus.
 4. The board shall consider the following when making their decision:
 - A. Compliance with annual leave guidelines.
 - B. Workload at the station.

- C. Help available from other stations.
- D. Particular attention to the reasons for the employee's annual leave request, especially "once in a lifetime" situations.
- E. Documentation provided by the employee.
- F. The review board will meet expeditiously.

5. The requesting employee has the right to attend the board meeting upon request.

C. Scheduled Annual Leave periods may not be canceled by the employee unless the request to cancel the leave is received in writing two weeks prior to the first day of the scheduled leave period or approved upon appeal to the Annual Leave Review Board.

D. Canceled leave periods must be for the duration of the approved leave.

E. The mutual exchange of leave periods will not be permitted.

F. After the first two leave selection periods a form 3971 must be submitted by Noon of the Tuesday prior to the week for which the leave is requested. Leave requested after the cutoff will be at management's discretion, consistent with the needs of the service.

G. Annual leave will not be canceled due to a change in duty assignment to another station by an employee. It will stay on the original station's roster.

H. In the City Letter Carrier Craft in the Wichita Post Office the following rules will apply to determine authorized slots for leave at each station. This will be calculated based on the number of career and non-career carriers on the rolls the week of November 15th. (Any CCA on their 5 day break will be included.)

1. In those instances where figuring the appropriate percentages does not result in a whole number, if the fractional result is .50 or higher, the next higher whole number shall be considered the correct figure, e.g., 2.50 and above would become 3 employees and 2.49 would be 2 employees.

I. The first pass of leave selection for the following leave year will begin on the 2nd Monday of December. Employees will complete the leave form within seven (7) days and return it to the unit supervisor. The supervisor will date the day it was received and return a copy to the employee. Initial round leave process will be completed no later than December 30th.

1. If the employee fails to submit the form within the seven (7) days they will be moved to the bottom of the list and awarded leave if available.

2. An employee on leave during this selection period will be given their leave form before going on leave. The leave selection is still due by the third Monday in December. (May be submitted via email)

J. Leave, which is unbid during the first pass of leave selections shall be made available for bidding (in whole weeks only) during the second pass of leave selections which shall occur between January 1-10th. Leave selected during this pass will be set at twelve (12) percent of carriers allowed off.

K. Starting January 11th a cap of eleven percent (11%) of carriers will be allowed off for increments of less than full weeks and awarded by seniority. Leave will be awarded if the slot is available when requested. The incidental leave slots will be counted towards the whole week count of vacation slots.

1. Requests for annual leave of less than four hours will not be considered within the quota and will be on a first-come, first-served basis dependent on the needs of service.

L. 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

M. City Carriers who have annual leave approved immediately preceding or immediately following their non-scheduled day will not be required to work their day off. If a carrier is on the OTDL they may notify management in writing of their availability to work that day.

N. After January 10th, any full week leave slots on closed weeks which become available through cancellation should be posted within one (1) week of the cancellation.

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

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 14th.

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

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

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

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

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

Leave for State and National conventions will not be charged to employee's choice leave selection if slots are held in advance by the Union President or his designee. Jury duty does not constitute choice leave.

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

In the Letter Carrier Craft in the Wichita Post Office *fifteen (15.5)* percent of the total authorized career complement shall be allowed off each week during the choice/non-choice period (Initial go around). *Twelve (12)* per cent of the total authorized career complement of the Wichita Post Office shall be allowed off when leave submitted during January 1 though January 10 sign-up period.

Leave requested after the noon Tuesday prior cutoff will be at the discretion of Management, consistent with the needs of the service.

Exception to above: During the period including the Monday following Thanksgiving through the Saturday preceding Christmas (12) percent of the total authorized complement of carriers employed by the Wichita Post Office shall be allowed off in whole week increments.

ITEM 10: THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE.

Written confirmation will be given to employee.

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

Employees shall be notified by posting on bulletin board by November 1st.

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

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

1. Part-time flexible employees.
2. Full-time and part-time regulars who volunteer to work on their holiday or day designated as their holiday by seniority.
3. City Carrier Assistants
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 day 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.

Employees who have approved annual leave for at least 8 hours the day preceding or the day following a holiday or day designated holiday will be excused from the pecking order.

ITEM 14: WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR.

- A. Overtime desired lists shall be established by sections and tours. The sections are defined below:
 - 1. Each Classified Station
 - 2. Collection Routes
- B. A route consisting of territory in more than one station will be assigned to the station where a majority of the deliveries are located. The T-6 assigned to a multi-station job/route will be available for overtime at all stations in their string when he/she signs the ODL at their home station. All hours worked at other units within their string will count towards equalization at their home station. The T-6 Scheduled Day Off Overtime and preferences will be to his/her home station.
- C. Overtime desired lists will be posted in accordance with Article 8, Section 5, A & B, of the National Agreement. Every effort will be made to distribute equitably the opportunity for overtime among those on the list.
- D. Management will post the OTDL equalization list weekly in a prominent location.
- E. Management and the union will meet fortnightly to discuss the current quarters overtime list equalization.

ITEM 17: THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.

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

- 1. Performing service on auxiliary mounted routes.
- 2. Normal carrier duties.
- 3. Casing and all other office work available.
- 4. Express Mail Delivery.

Whenever technological changes are made, the parties will meet to determine appropriate impact upon light duty assignments.

ITEM 18: THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.

For the purpose of reassignment of employees "excess to the needs of a section", each classified station is defined as a separate section.

A route consisting of territory in more than one station will be assigned to the station where the major portion of the route is located.

ITEM 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES:

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

B. Management will provide for bicycle and motorcycle parking where practical and reasonable.

ITEM 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 TOTAL CHOICE VACATION PLAN.

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/ Training 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. All slots will be blocked at each station until such notification from the President, NALC.

ITEM 22: LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO 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-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.O of the National Agreement."

When a letter carrier loses 51% or more of the territory for their route the carrier may exercise the right to select another assignment at that unit held by letter carriers who are junior in conjunction with 41.3.O.

SUPPLEMENTAL AGREEMENT FROM PREVIOUS LOCAL MEMORANDUMS OF UNDERSTANDING

NOTIFICATION OF ABSENCE

When a letter carrier is unable to report for work because of illness, he/she shall notify the Resource Management System (ERMS) at the designated telephone number, at the earliest possible moment after it becomes apparent he/she cannot report, but no less than one hour before scheduled reporting time, unless the illness or an emergency would prevent the employee from prompt notification. If the ERMS system is completely inaccessible the employee shall notify Local Station Management at their designated telephone number.

For sick leave which can be scheduled in advance, such as dental appointments, physical check-ups, etc., PS Form 3971 must be submitted as far in advance as possible. At management's discretion, time will be considered for the duration of the appointment and reasonable travel time. Documentation may be requested.

CLEANING POSTAL VEHICLES

Postal owned vehicles shall be cleaned inside and outside every thirty (30) days or more frequently, if necessary. The regular carrier assigned to the vehicle may perform this task

LABOR MANAGEMENT MEETINGS

The parties to the Labor Management meeting shall meet by mutual agreement. The employer will compensate one designated representative from the Union or Unions concerned with the subject matter of the meeting for actual time spent in the meeting at the applicable straight time rate, providing the time spent in such meetings is a part of the employee's regular scheduled work day.

The total number of representatives of Branch 201 shall not exceed six (6) members. The meeting shall be convened in a location designated by the Postmaster and NALC President.

SHOP STEWARD MATERIALS

Space, not to exceed two (2) cubic feet, shall be provided by Management in each carrier unit for shop steward materials. This container shall not be locked at any time unless a key has been provided to the unit supervisor.

BULLETIN BOARDS

A bulletin board at least twenty-four (24) by thirty-six (36) inches shall be provided by Management in each unit.

SIX DAY HOLD DOWN ASSIGNMENTS

The parties agree to establish a policy regarding the work assignments of reserve and unassigned regular employees who have successfully bid on hold down assignments.

This policy shall clarify the work assignment for the service week when the hold down bid involves a week with no scheduled day off (six day hold down).

If the six day hold down is bid by a carrier, excluding part-time flexible's and CCAs, who is not on any overtime desired list, then that non-overtime list successful bidder shall be given a day off during the week. It is the intent of the parties that overtime is to be paid to carriers who have signed an overtime list at the beginning of the quarter rather than to work carriers who have not signed the list in overtime situations.

The day off assigned to that non-list employee shall be a day during the week designated by management.

If the successful bidder for the six day hold-down is on either the own route overtime list, or the overtime desired list; then he/she shall work the assignment for the duration, including overtime in compliance with the National Agreement.

HOLD DOWN ASSIGNMENT POSTING AND AWARDING PROCEDURES

The parties agree to establish a procedure regarding the work assignments of reserve letter carriers, unassigned regular and part-time flexible employees and CCAs who have bid on hold-down assignments.

Hold-down 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.

In the event that circumstances such as emergency annual leave or sick leave do not allow for a seven (7) day posting period, these assignments will be posted for the balance of the period.

Those carriers who are successful bidders will work the assignments for the duration, including the hours and days off of that assignment, excluding non overtime list employees who have been awarded six (6) day hold-down assignments.

Those carriers who do not bid, or are unsuccessful bidders will be assigned as follows:

1. Reserve and unassigned regular carriers who have not bid will be assigned to vacant posted hold-down assignments by seniority.
2. An assigned carrier may bid on subsequent vacancies which may occur during his/her original assignment.
3. Reserve and unassigned regular carriers will be assigned to vacant 8 hour positions within their station, by seniority on a daily basis after all unbid hold-down positions are filled.

4. Reserve and unassigned regular who do not have an 8 hour assignment in their unit will be assigned to a vacant 8 hour position outside of their unit by juniority. This will be done the prior day.

5. In the event that there is no 8 hour assignment in any unit, then reserve and unassigned regulars may bump part-time flexible's or CCAs off of bid assignments beginning with the junior CCA and then the part-time flexible and continuing by juniority if needed.

6. If a vacancy occurs after a CCA or part-time flexible has been bumped from their assignment in accordance with item #4, then the CCA or part-time flexible will be returned to the hold-down position on which he or she had originally bid, and the reserve or unassigned regular will be assigned to cover the vacancy.

CITY LETTER CARRIER UNIFORM POLICY **AS ESTABLISHED BY THE LEADERSHIP PAIR/TEAM TASK FORCE**

WARM WEATHER

Priority 1: Uniforms must be neat and clean and in good repair.

Priority 2: During the summer, due to the heat, extra attention needs to be given to personal hygiene and uniform cleanliness.

Item 1: Polo shirts/Shirt Jacs – Polo shirts and Shirt-Jacs may be worn year round. Polo shirts/Shirt-Jacs can be tucked in, or out.

Item 2: Socks with Shorts – Socks worn with shorts must be a) plain black; b) plain navy; c) white with two blue stripes; or d) blue-gray with dark blue stripes. "C" and "D" must be purchased from postal vendors. They may be either anklets or knee-highs. No other colors are acceptable.

Item 3: Socks with Culottes - Same as Item 2 with the addition of white anklets or neutral color nylons.

Item 4: Short Length & Culottes – Shorts and culottes may not be altered to shorter than 3 inches above the top of the knee. The hem should be an even length from the floor all the way around the garment.

Item 5: Wearing of Uniforms – Uniforms will be worn while on the clock unless waived by station manager due to unusual circumstances.

COLD WEATHER

1. PRIORITY – Uniforms must be neat and clean and in good repair.

2. PRIORITY – Winter Weather Uniform: Wearing a tie WILL NOT be a requirement with the winter uniform.

ALL GARMENTS WORN UNDER POSTAL SHIRTS MUST CONFORM TO THE FOLLOWING:

1. T-shirts must be white, black or navy blue in color and not frayed.
2. Turtlenecks must be black, navy blue or white in color.

3. Thermal Underwear:
 - a. Must be covered at the neck by either a turtleneck, tie or dickey.
 - b. Sleeves of the thermal underwear must be covered by an outer garment.
 - c. Thermal underwear must not be visible at all while carrier is performing street duties.

EXTREME WEATHER CONDITIONS MAY FORCE TEMPORARY EXCEPTIONS TO THESE GUIDELINES.

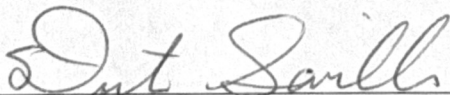
CARRIERS SHOULD KEEP THESE GUIDELINES IN MIND WHEN PURCHASING COLD WEATHER UNIFORMS.

CARRIERS ALSO NEED TO BE REMINDED THAT CUSTOMERS DO SOMETIMES SEE THEM IN THE OFFICE AND A PROFESSIONAL APPEARANCE SHOULD BE MAINTAINED HERE AS WELL.

This Memorandum of Understanding is entered into June 16th, 2025 for the Wichita, Kansas Installation between the representatives of the United States Postal Service, and the designated agent of the National Association of Letter Carriers, pursuant to the Local Implementation Article of the 2023 National Agreement. This Memorandum constitutes the entire agreement on matters relating to local conditions of employment.



For the United States Postal Service
Scott White, Wichita, KS



For the National Association of Letter Carriers
Dustin Saville, President, Branch #201

Date: 6-16-2025