

2000 – 2004

Local Memorandum of Understanding

Between

**U. S. Postal Service
Chicago Metro Surface Hub
Elk Grove Village, IL 60007**

and

**The National Postal Mailhandlers Union
Local 306, Branch 15**

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PREAMBLE

This Local Memorandum of Understanding is entered into to supplement the National Collective Bargaining Agreement and represents and constitutes an Agreement between the Chicago Metro Surface Hub Facility in Elk Grove Village, IL, U.S. Postal Service, and the National Postal Mailhandlers Union, Local 306, Branch 15, in regards to rights and obligations of parties.

ITEM A. WASH UP

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

Note: To be discussed at Labor/Management meetings if problems exist.

ITEM B. GUIDELINES FOR CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS

The decision for curtailment or termination of postal operations to conform to the orders of local authorities or as local conditions warrant because of emergency conditions, shall be made by the installation head. When the decision has been reached to curtail postal operations, to the extent possible, management will notify and see the cooperation of local radio and television stations to inform employees.

Prior to making a determination to curtail operations, where practicable, local management will make every reasonable effort to discuss the circumstances with the union.

ITEM C. FORMULATION OF LEAVE PROGRAM

(1). Choice vacation period

The Choice vacation period will begin January 1st thru the end of November.
The Choice vacation period will have two (2) selection periods.

Choice #1 – January 1 thru the 3rd week in February.
Selection period – November 15th thru December 5th.
Posted - By the 3rd week of December

Choice #2 – 3rd Week of February thru the end of November.
Selection period – Begin January 1 for 3 weeks.
Posted – By the 2nd week in February

Employees will be granted leave up to **15%** in accordance with the Choice vacation selection period.

Choice vacation will be selected by Tour. 3971's will be submitted in triplicate, with Choice vacation selection form. In addition, it will be the employee's responsibility to time stamp and submit to tour General Clerk.

(2). Incidental leave of 40 hours or more

All applications for Incidental leave of 40 hours or more will be accepted only after choice vacation period schedule has been posted. 3971's will be submitted in triplicate, time stamped by employee, notified by supervisor immediately and return 1 copy to employee. The manager of the tour should normally answer the request within five (5) days after submission.

ITEM C. FORMULATION OF LEAVE PROGRAM (cont.)

(3). Incidental leave of less than 40 hours

Incidental leave of less than 40 hours will be submitted on a 3971 in triplicate, time stamped by the employee, notified immediately by the supervisor and 1 copy returned to the employee. Such requests shall be submitted no less than seven (7) calendar days in advance and such request shall normally be answered by management within three (3) days after the time of submission. 3971's will be approved on a first-come, first-serve basis. Incidental leave will be determined based on operational needs.::

Note: 3971's not acted upon with 72 hours will be automatically scheduled and approved. If time stamp is inconsistent to time of submission, supervisor should make correction and initial.

- (4). Employees who bid to a different Section (or are re-assigned to a different Section), shall be granted their approved leave request in their former Section.
- (5). Employees will be allowed Annual leave on their Birthday, if they request it and if it falls on a scheduled work day.

ITEM D. CHOICE VACATION PERIOD

The duration of the Choice vacation period will be defined in Item C of the Local Memorandum of Understanding.

ITEM E. BEGINNING OF THE EMPLOYEES CHOICE VACATION PERIOD

The beginning of the employees Choice vacation period shall be the first day of the postal week (Saturday). Exceptions may be granted per agreement of Employee, Union and Management.

Employees may request to revise their schedule (PS 3189) so that they are N/S Sat/Sun, the week of their vacation(s). The 3189's shall be signed by the Union and approved by Management.

Note: 3189's will be submitted at the beginning of the vacation selection.

ITEM F. VACATION SELECTIONS

Employees shall be granted vacation leave in units of 5, 10 or 15 days in accordance with the following formula:

Employees earning 13 days of annual leave may request either/or:

1. One 80 hour vacation
2. Two 40 hour vacations

Employees earning 20 or 26 days of annual leave may request either/or:

1. One 40 hour vacation and one 80 hour vacation
2. Two 40 hour vacations
3. One 120 hour vacation

ITEM G. JURY DUTY AND/OR UNION CONVENTION DURING CHOICE VACATION PERIOD

- (A) An employee who is called to Jury Duty during his scheduled choice vacation period shall be eligible to select another available period in the choice vacation period, according to seniority.
- (B) An employee who is selected to attend a national or state convention as a delegate of this Union, shall not have this leave charged to his/her choice vacation period. Upon reasonable notice, consideration shall be given to official representatives to attend meetings at regional and state levels. He/she shall be eligible to select another available period in the choice vacation period, according to seniority. The Union will notify the employer as soon as possible of such conventions and/or meetings.
- (C) Jury Duty leave and Union convention leave shall not be charged to the percentages granted vacation leave identified in Item H.

ITEM H. NUMBER OF EMPLOYEES EXCUSED DURING CHOICE VACATION PERIOD

When requested, 15% of the employees per tour will be granted leave in accordance with Item C of this Memorandum.

When applying the 15% requirement, any fraction of 0.50 or more will be rounded to the next higher number. Any fraction less than 0.50 will be rounded to the next lower number.

ITEM I. NOTIFICATION OF APPROVED VACATION SCHEDULE

Assignments of vacations shall be completed and posted as follows:

Choice selection period #1 as defined in Item C will be posted by the 3rd week of December.
Choice selection period #2 as defined in Item C will be posted the 2nd week of February.

ITEM J. NOTIFICATION OF BEGINNING OF NEW LEAVE YEAR

The employer shall, no later than November 1st of each year, publicize on bulletin boards, the beginning date of the new leave year, which shall begin with the first day of the first full pay period of the calendar year.

ITEM K. ANNUAL LEAVE OTHER THAN CHOICE VACATION PERIOD

Note: All leave is defined in Item C of the Local Memorandum of Understanding.

ITEM L. OVERTIME SELECTION

(A) Overtime Desired List in Article 8 for Bargaining Unit employees will be by Tour.
There will be three (3) lists established per tour:

1. Before Tour Overtime
2. After Tour Overtime
3. N/S Day Overtime

(B) After Tour Overtime

Employees will be notified whenever possible, forty-five (45) minutes in advance of the start of their overtime schedule. However, in all instances, overtime shall be called as far in advance as possible.

(C) Daily volunteers of Non-Overtime Desired List will be used as in accordance with the National Agreement.

(D) When overtime is called, it will be specific to the amount and area in which the need is. Management will post overtime schedule and ensure the Union will be provided a copy.

(D) Mailhandlers who are working overtime on their non-scheduled day, except bidded Motorized Equipment Operators (MEO), will be junior to the bidded employees in the unit or section they are assigned to work. Bidded MEOs are to be utilized at all times as MEOs prior to non-bidded employees.

ITEM M. LIGHT DUTY ASSIGNMENTS

The number of light duty assignments shall be 2% of the assignments in each craft represented by the Union. All other requests for temporary and permanent light duty assignments shall be considered by Management based on the Employee's Medical Restrictions, operating considerations and the requirements and provisions of Article 13 of the National Agreement.

ITEM N. REVIEW OF LIGHT DUTY ASSIGNMENTS

When requesting Light Duty, the following method will be utilized:

Employee will submit brief letter accompanied by acceptable medical documentation (including restrictions and expected duration) to their MDO.

Once received, the MDO will review request and documentation and in written form, approve/disapprove request. In the event the request is disapproved, a written explanation will be provided.

If request is approved, the light duty employee will be assigned tour, work location and basic work week according to the needs of the service, whether or not the same as for the employee's previous duty assignment. If practicable, employee will remain in their bid assignment.

Light duty requests will be made every 30 days and accompanied with acceptable medical documentation.

ITEM O. LIGHT DUTY ASSIGNMENTS

Light Duty assignments for the Mailhandler craft shall be comprised of any available work within the employee's physical limitations and input from the Union. Assignment will not adversely affect the regular workforce.

ITEM P. IDENTIFICATION OF SECTIONS

Solely for the purpose of employee movement within a Tour and in accordance with 12.3E, management and the union agree that operational needs will dictate employee movement. Employees will be moved by Section, as identified in Item P.

Note: When movement of full time regulars, movement will be by juniority.

Sections:

- a. SWYB
- b. South Platform Dock
- c. SPBS *(by pay locations)
- d. Mail Equipment Operators
- e. Flatsorter
- f. Segments, East Platform Dock, Inbound Induction Area
- g. Robots and Trayline

ITEM Q. EMPLOYEE PARKING

Parking spaces in excess of USPS needs will be available on first come, first serve basis.

All employee parking is north of the Chicago Metro Surface Hub, and south of the Priority Mail Processing Center, just outside the employees entrances in the marked areas.

The Mailhandlers Union shall be designated two (2) parking spaces.

1. North parking lot
2. South parking lot

There shall be sufficient spaces designated for the handicapped.

ITEM R. LEAVE TO ATTEND UNION ACTIVITIES

Annual leave approved to attend Union activities prior to the granting of choice vacation period, will not be counted in the percentage provided for in Item H of the Local Memorandum.

ITEM S. ITEMS SUBJECT TO LOCAL NEGOTIATION

Upon written request, the Chicago Metro Surface Hub Labor Management Committee shall meet bi-monthly or more often, as mutually agreed upon by both parties.

ITEM T. SENIORITY, REASSIGNMENTS AND POSTINGS

- (1) The Seniority list shall be updated and posted on a quarterly basis at both entrances. One copy will be provided to the Union.
 - A. Mailhandler craft
- (2) Parties agree to post a qualified MEO list quarterly. Selection for higher level will be made at all times by senior, qualified and available operator.
- (3) The employer shall provide a bulletin board for the Union to be located outside the tour office by the employee badge readers.
- (4) All Mailhandler Craft Award Notices or Notices of Intent shall be posted in locked, glass enclosed bulletin boards outside the main tour office.
- (5) The employer and the Mailhandlers Union agree that when and if additional management-employee committees are established, the Union will be notified and a determination for a Mailhandler representative will be made.
- (6) Management agrees to have monthly Labor/Management meetings, if needed. The Union will submit the agenda for the meetings.

ITEM T. SENIORITY, REASSIGNMENTS AND POSTINGS

- (7) Management will discuss floor-level improvements with the Union for the purpose of increasing efficiency and improving employee morale.
- (8) The parties agree that in the event the facility moves to a different location (unoccupied), this LMOU will be enforced at the new location. This stipulation does not preclude the parties' ability to open another session of local negotiations as stated in Article 30.3C and 30.2 of the National Agreement.
- (9) Inspection of Official Personnel Folders. Employees will have the right, upon request to inspect their Official Personnel Folder, but it must be done on their own time, off the clock. All inspection of OPF's will be in the presence of an employee of the Personnel office or designee, during the employer's normal business hours. Copies of personnel actions will be furnished to the employee within three (3) days of request.
- (10) Step 2's will be submitted to Spring Rankin, Safety department for 60 day trial. To be further discussed at Labor/Management meetings.

MAILHANDLERS
LOCAL MEMORANDUM OF UNDERSTANDING
CHICAGO METRO SURFACE HUB
U.S. POSTAL SERVICE

CLOSING


This Memorandum of Understanding is entered into on October 28, 2002, at the Chicago Metro Surface Hub Postal Facility, in Elk Grove Village, IL, between the representatives of the United States Postal Service and the designated agents of the Mailhandlers Union Local 306, Branch 15.

This Memorandum of Understanding constitutes the entire agreement of the items defined as negotiable under the provisions of Article 30 of the 2000 – 2004 National Collective Bargaining Agreement.



Gerald J. Kubick, Plant Manager
U.S. Postal Service
Chicago Metro Surface Hub

10/28/02
Date



Ron Isadore, Branch President
Mailhandlers Union
Local 306, Branch 15

10/28/02
Date