

MEMORANDUM OF UNDERSTANDING

BETWEEN

MAILHANDLERS, LOCAL 306

AND

UNITED STATES POSTAL SERVICE  
SPRINGFIELD, ILLINOIS 62703



ITEM A

ADDITIONAL OR LONGER WASH-UP PERIOD

(ARTICLE 8, SECTION 9)

Employees who perform dirty work or work with toxic materials shall be granted a reasonable amount of wash-up time.

(1) The employee will not be expected to clean up the work area, equipment or store equipment during his personal wash-up time.

(2) The following assignments are considered dirty work:

Dock work	Sack or Pouch dumping
Pouch Rack pull-down	Break-up table
Hand-Stamp work	Sack Segregation

(3) The length of wash-up time will vary depending on availability of facilities to the employees work area and the type of work being performed. Normally this will not be more than five (5) minutes before lunch and five (5) minutes at the end of the tour. The length of time over five (5) minutes will be a determination of the unit supervisor.

(4) Personal wash-up time must be used to wash up only.

This agreement is not intended to change any reasonable practice in relations to wash-up time, which may currently exist in this installation.

ITEM B

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.

Postal operations will not be curtailed or terminated at the post office unless the Postmaster determines that conditions so warrant. Such determination shall be reasonable and considerations shall be given to overall conditions, including but not limited to:

- a. The safety and health of employees
- b. Civil disorders
- c. Acts of God
- d. Hazardous weather conditions

- e. Advice of and policies of local authorities
- f. Wholesale closing of businesses and other offices
- g. Curtailment or termination of public transportation

Management shall notify the employees at the earliest possible time of curtailment or termination of postal operations. All possible means of communication will be used to notify effected employees. Applicable rules and regulations shall apply.

### ITEM C

#### FORMULATION OF LOCAL LEAVE PROGRAM

#### (ARTICLE 10, SECTION 4)

- (1) Vacation schedules when posted on February 1st of each year will indicate the number of service weeks available to employees during the choice vacation period. The number of employees to be granted leave during each service week will be shown on the schedule.
- (2) Posted schedules for Mail Handler craft employees will show the seniority of each employee.
- (3) Vacation schedules shall remain posted on the bulletin board for the duration of the choice vacation period. Management shall make a copy of the schedule and it will be retained in the Tour Superintendent's office as a master copy during the choice vacation period.
- (4) It is each employees responsibility to make their choice on the schedule by seniority, signing their own signature on the posted schedule no later than March 15th. Management will place a red line under the total allotted vacation periods in each service week listed on March 15.
- (5) Employees may sign for vacant spots after March 15, provided 14 calendar days notice is given to management and union officials. The employee shall sign the posted schedule on the bulletin board and the master schedule in the Tour Superintendent's office. PS Form 3971 must be completed in duplicate and submitted at the time of request. All vacant spaces on the schedule shall be available on a first come, first serve basis. If two requests are received on the same day, seniority shall prevail.
- (6) Part-time flexible employees shall be allowed to sign the vacation schedule and/or sign for vacant spaces on the schedule after all full-time employees have had at least an opportunity to sign the schedule.

- (7) Should an employee relinquish a choice vacation space after March 15, they shall make it known, in writing, to the Tour Superintendent. The name shall be crossed off the schedule posted and on the master schedule.
- (8) When an employee has exhausted all annual leave to his credit and his name still appears on the choice vacation period schedule, the employee's name shall be removed and the period will be declared open. The Union shall be consulted prior to this action.
- (9) Within ten (10) working days after an employee changes tours, he shall contact the Tour Superintendent regarding his original leave request/assignment. Every effort shall be made to assign the same leave period previously requested. The employee shall not be permitted to "bump" a junior employee of his request.

#### ITEM D

##### DURATION OF THE CHOICE VACATION PERIOD

##### (ARTICLE 10, SECTION 3C)

- (1) The choice vacation period for leave shall be the service weeks beginning with the first full service week in April through the last full service week in November.
- (2) The week between Christmas day and New Year's day shall also be considered choice vacation period.

#### ITEM E

##### THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD.

##### (ARTICLE 10, SECTION 3 E)

Vacations will start on the first day of the employee's basic work week except:

- (A) Those employees having non-consecutive days off, consisting of Sunday and one other day, shall have their vacation period start on the day following their first off day in the service week.
- (B) Those employees having consecutive days off shall have their vacation period start on the first day following the second non-scheduled off day.

- (C) Employees shall have an option to have their vacation period start on the first day of their service week (Saturday) providing that management is notified no less than seven (7) days prior to the Wednesday posting for that week.
- (D) In applying A, B, and C above where there is an overlap of employees creating a condition that exceeds the maximum number allowed off for the service week, then that portion of the leave that overlaps and exceeds the maximum shall not be counted in the allotted number allowed off for the choice vacation period for that service week.

**ITEM F**

**WHETHER EMPLOYEES AT THEIR OPTION  
MAY REQUEST TWO SELECTIONS DURING  
THE CHOICE VACATION PERIOD, IN UNITS  
OF EITHER FIVE (5) OR TEN (10) DAYS.**

**(ARTICLE 10, SECTION 3, D 3)**

Employees may at their option make two (2) selections during the choice vacation period as follows:

- (A) Employees who earn thirteen (13) days annual leave per year may request either five (5) or ten (10) continuous working days.
- (B) Employees who earn twenty (20) or twenty-six (26) days annual leave per year may request either five (5), ten (10), or fifteen (15) continuous working days.

This does not preclude an employee from taking additional selections if they have additional leave coming, providing the selection is made after the March 15 cut off and all employees have had an opportunity to sign the choice vacation schedule.

**ITEM G**

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

**(ARTICLE 10, SECTION 3 F)**

- (A) An employee who serves on jury duty and does not elect to take annual leave, such time shall not be charged to their choice vacation period.
- (B) Certified delegates attending National and/or State Conventions shall not have such time charged as their choice vacation period.

- (C) The number of certified Delegates to attend Conventions will be charged to the number allowed off in the choice vacation period.

ITEM H

DETERMINATION OF THE MAXIMUM PERCENTAGE  
OF EMPLOYEES WHO SHALL RECEIVE LEAVE  
EACH WEEK DURING THE CHOICE VACATION  
PERIOD.

(ARTICLE 10, SECTION 3)

- (A) In any service week during the choice vacation period, the maximum number of employees to be allowed off will be as follows:

Tour 1 = ten (10) Percent  
Tour 2 = ten (10) Percent  
Tour 3 = ten (10) Percent

(Additional employees may be allowed off contingent upon service needs.)

- (B) If the ten (10) percent computes to one (1) or less than one person for any Tour, the number will be rounded up to the next higher number as follows:

11 employees x 10% = 1.1 = 2  
19 employees x 10% = 1.9 = 2

- (C) When the number exceeds two employees, the number will be rounded to whole numbers as follows:

23 employees x 10% = 2.3 = 2  
25 employees x 10% = 2.5 = 2  
35 employees x 10% = 3.5 = 3  
36 employees x 10% = 3.6 = 4

- (D) There shall be sufficient periods in each choice annual leave schedule to insure all employees an opportunity to select annual leave.

ITEM I

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

(ARTICLE 10, SECTION 4, B 3)

After March 15, PS Form 3971 will be made available for the employee to complete, in duplicate, for the period he/she has shown on the choice vacation schedule, one of which will be signed and returned to the employee upon confirmation of the request.

#### ITEM J

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

(ARTICLE 10, SECTION 4 A)

Management as an appropriate means shall post on official bulletin boards no later than November 1, the beginning date of the new leave year.

#### ITEM K

THE PROCEDURES FOR SUBMISSION OF  
APPLICATIONS FOR ANNUAL LEAVE OTHER  
THAN THE CHOICE VACATION PERIOD.

- (1) All other advance requests for scheduled annual leave will be submitted no more than ninety (90) days in advance of the leave period requested and will be approved or disapproved within two (2) working days of submission. If disapproved, the reason will be so stated on the Form 3971 and the reason for disapproval shall not be of a general nature.
- (2) If a leave request 3971 form is not returned to an employee within three (3) of the employees working days, the leave request shall be automatically approved.
- (3) Advance annual leave requests for other than choice vacation periods will be granted based on first request, unless more than one request is received on the same day, then granting will be based on seniority.

#### ITEM L

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

- (1) The "overtime desired" list as prescribed in Article 8.5 shall be by Tour.

- a. There shall be three basic tours, Tour 1, Tour 2, and Tour 3, for overtime purposes.
- (2) For overtime work between Tours the "overtime desired" list will be used in the following order:
  - a. The "overtime desired" list from the ending tour by ending times.
  - b. The "overtime desired" list from the next tour by beginning times.
  - c. In no circumstances will the non-volunteers be used from either shift prior to the "desired list".  
(Whenever possible the list should not be divided by beginning or ending times, but in certain situations, such as late arriving mail runs where part of the list has already departed it may.)
- (3) A person on the overtime desired list may remove his name from the list, however if done they may not get back on the list until the next quarter. (It is also agreed they may not get off the list the same day overtime is called, but must give written notice at least one (1) working day prior to getting off the list.)
- (4) Only in an emergency situation will Mail Handlers be required to stay overtime with less than sixty (60) minutes notice prior to the overtime.

#### ITEM M, N, O

#### THE NUMBER, METHOD USED IN RESERVING, AND IDENTIFICATION OF LIGHT DUTY ASSIGNMENTS.

- (1) Light duty shall consist of such duty the employee is capable of performing.
- (2) Management agrees that it will not create any permanent light duty assignment without prior consultation with the Union.
- (3) Normally a person who can still do 60% of his bid duties shall remain on his bid job.
- (4) The Union shall be notified in writing when a person is assigned to light duty or limited duty.
- (5) Every effort shall be made by Management to provide work for Mail Handler craft employees who request light duty and must wear a cast, sling or other medical device or use a cane or crutches. It is agreed that this will not be a make work position.

## ITEM P

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

(Sections when proposed to reassign  
within an installation as stated above  
only, not for posting purposes)

Tour 1 a. MH on Dock b. All others (two sections)  
Tour 2 a. MH on Dock b. All others (two sections)  
Tour 3 a. MH on Dock b. All others (two sections)

This item may be modified with union approval only in cases where a large number of positions are being changed. The modification allowed by the union if any shall be restricted to reposting all positions as if the entire installation were one section.

## ITEM Q

### THE ASSIGNMENT OF EMPLOYEE PARKING SPACES

Mail Handlers will be authorized to park their private vehicles in any parking spaces not specifically designated for government vehicles, vehicles under contract, or parking spaces designated for certain individuals or for the public. (On a first come first served basis.)

- (1) There shall be two (2) spaces reserved for the Mail Handler Union Representatives, as follows:

One reserved for the Local 306 A.V.P.  
One reserved for Tour 1, 2, or 3 local 306 Stewards

- (2) Employees shall be allowed to park on the south side of the parking lot from 18:00 p.m. to 08:00 a.m.
- (3) Management shall provide a parking area designated for motorcycles only.

## ITEM R

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 CHOICE VACATION PLAN.

2. Senior qualified Mail Handlers shall receive all vacant or newly created assignments by written bid. Successful applicants will be furnished a copy of the posting.
3. All bids for posted duty assignments are to be placed in a locked receptacle attached to a personnel bulletin board.
4. The Mail Handlers Union will receive a copy of all posted bid assignments.
5. Management shall post a notice identifying the successful bidder and his seniority date within ten (10) days after the closing date of the posted assignment.
6. If no bids are received for a posted duty assignment, the junior unassigned regular Mail Handler will be assigned the position.
7. All posted bid assignments shall state a specific duty assignment within a section. Any and all positions posted prior to this local contract without specific duty assignments shall be reposted upon vacancy with a specific duty assignment and section installation-wide.

For posting purposes, as required in Section 12.4, Article 12, Sections are defined as follows:

- |        |                                |  |
|--------|--------------------------------|--|
| Tour 1 | a. Outgoing Section            | (Scf Opening areas, Case sweeping & other Mail Handler duties in this area)                        |
|        | b. Incoming Section            | (City opening areas, Case sweeping, incl. Caller Service & other Mail Handler duties in this area) |
|        | c. Dock Section                | (All Mail Handler positions on the dock and Mail Handler work in platform areas)                   |
| Tour 2 | a. Outgoing & Incoming Section | (Scf & city opening areas & other Mail Handler duties in these areas)                              |
|        | b. Sack Room                   | (Sack Room duties)   |
|        | c. Dock Section                | (All Mail Handler positions on the dock and Mail Handler work in platform areas)                   |
| Tour 3 | a. Outgoing Section            | (Meter, culling belts & hand cancel operation area & other Mail Handler work in these areas)       |
|        | b. Dock Section                | (All Mail Handler positions on the dock and Mail Handler work in platform areas)                   |
|        | c. Incoming Section            | (City opening areas, Case sweeping, & other Mail Handler duties in this area)                      |

#### SENIORITY

1. Preferred duty assignments are any assignments preferred by the employee.

2. It shall be the responsibility of the line supervisor, when employees are sent from the sections due to light mail, etc., to do so by juniority. It shall also be the responsibility of the line supervisor, when additional help is needed within his section, that he select the senior employee to return to his section.
3. No employee shall be allowed to displace or bump another properly holding a duty assignment within his bid job.
4. When management determines a change in job schedules, duties, or locations are necessary, consultation will be held with the Union prior to implementation.

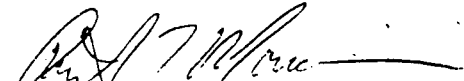
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding constitutes agreement between the representatives of the National Post Office Mail Handlers, Watchmen, Messengers, and Group Leaders Division of the Laborers' International Union of North America AFL-CIO, Local 306 and Management of the United States Postal Service at Springfield, Illinois 62703.

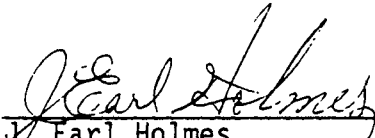
This agreement is entered into pursuant to the terms of Article 30 of the 1984 National Agreement and constitutes the entire agreement on matters relating to local conditions of employment.

Those provisions concerning prime time vacation leave will become effective December 31, 1985; all other provisions will become effective May 1, 1985.

4/23/85  
Date

  
Robert T. Moriconi  
AVP, Local 306

4/23/85  
Date

  
J. Earl Holmes  
MSC Manager/Postmaster