

**AMERICAN POSTAL WORKERS UNION, AFL-CIO  
DETROIT DISTRICT AREA LOCAL**

**LOCAL MEMORANDUM OF  
UNDERSTANDING**

**UNITED STATES POSTAL SERVICE  
CENTERLINE, MICHIGAN 48015**

1999 – 2000

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ITEM #1  
WASH-UP TIME

Wash-up time and breaks will continue as in the past.

ITEM # 2  
BASIC WORK WEEK

A regular work week of five (5) days with fixed days off will continue for all Full-Time Regular employees in this installation.

ITEM # 3  
EMERGENCY CONDITIONS

When local emergency conditions warrant wholesale closings of business and other local industries, responsible management officials shall immediately examine the situation and its impact on the employees and the Postal Service. Employees in those areas affected may be granted appropriate leave.

Utilization of the scheduled work force shall be determined by the severity of the specific situation as it relates to the post office and the needs of the service with specific emphasis on the preservation of the health and welfare of the postal employees at the Local installation.

When an alleged explosive device has been discovered or a threat made against the postal facility and verified by a postal and/or city official, the facility shall be completely evacuated until safety measures have been taken by the proper authorities. In such an event the Local Union President or his/her designee shall be notified as soon as possible concerning the conditions in this Office.

ITEM #, 4

FORMULATION OF LEAVE PROGRAM

All regular and part-time flexible employees in craft units under the jurisdiction of the APWU - Detroit District Area Local must be given the opportunity to schedule vacation time equivalent to his/her accrued annual leave (including annual leave for the current year being scheduled) in accordance with the following provisions of this agreement.

ITEM # 5

CHOICE VACATION PERIOD

The choice vacation period shall start the first full week of April through the first full week of September, and including the week of Thanksgiving.

March 1st shall be set as the deadline for submission of requests for annual leave during the choice vacation period.

ITEM # 6

BEGINNING DAY OF VACATION PERIOD

The first day of an employee's annual leave vacation shall be Monday and the scheduled annual leave will run through Sunday.

ITEM #7

SELECTIONS IN CHOICE PERIOD

Employees who earn thirteen (13) days annual leave per year shall be granted one choice of up to ten (10) continuous annual leave days or two choices of five (5) days continuous annual leave during the choice vacation period. The number of days annual leave, not to exceed ten, shall be at the option of the employee.

Employees who earn twenty (20) days or twenty-six (25) days of annual leave per year shall be granted one choice of up to fifteen (15) days of continuous annual leave in the choice period, or the employee may at their option, select two (2) choices of either five (5) and ten (10) days or five (5) and five (5) days during the choice vacation period. The number of days, not to exceed fifteen (15), shall be at the option of the employee.

ITEM # 8

WHETHER JURY DUTY AND ATTENDANCE TO NATIONAL AND STATE CONVENTIONS WILL BE CHARGED TO CHOICE PERIOD

Jury duty and attendance at official union functions shall not be charged to the choice vacation period. The affected employee shall be allowed to choose another selection during the choice time, if available.

ITEM # 9

MAXIMUM NUMBER OFF EACH WEEK DURING CHOICE PERIOD

One employee will be allowed off, per week, during the choice vacation period. When practicable, Management will allow additional employees off per week.

ITEM # 10  
ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF  
APPROVED VACATION LEAVE

Upon completion of the vacation schedule, the duplicate copy of the vacation request slip will be returned to the employee, indicating what vacation period was awarded to him/her.

ITEM #11  
NOTIFICATION OF NEW LEAVE YEAR

An official notice of the beginning of the new leave year shall be posted no later than November 1st. An invitation for the employees to bid on vacation selections will be included in the notice. Applications for the leave will be accepted during the month of January.

ITEM # 12  
SUBMISSIONS OF APPLICATIONS FOR LEAVE

Requests for leave outside of the choice vacation period shall be submitted on a FORM 3971 to the employee's supervisor or Postmaster. If the request goes unanswered after 72 hours from the date it is received/signed by the Postmaster or Postmaster replacement, it shall be granted.

Employees who desire to be off from work during the week between Christmas and New Year's Day shall submit FORM 3971 to the Postmaster or Postmaster replacement during the first full week in December.

Not later than December 15th, Management shall make a determination on any request(s) that have been received. At that time, if there are no employees already scheduled off on any type of leave during the Christmas to New Year's Day week, the request of the senior employee shall be approved. To be eligible for this week, the requesting employee must have sufficient annual leave to cover the time off.

ITEM # 13  
HOLIDAY SCHEDULING

Employees will be selected to work on a holiday in the following order:

1. Part-time Flexible Employees.
2. Full-time volunteers by seniority.
3. Non-volunteers who will be working their holiday, by inverse seniority.
4. Non-volunteers who will be working their non-scheduled day, by inverse seniority.

ITEM # 14

OVERTIME DESIRED LIST

The overtime desired list shall be by section, which is defined as the entire postal installation.

ITEM # 15 - 16 - 17

LIGHT DUTY ASSIGNMENTS

As per Article 13, which states that the Installation Head shall show the greatest consideration for full-time regular or part-time flexible employees requiring light duty or other assignments, giving each request careful attention, and reassign such employees to the extent possible in the employee's office.

When a request is refused, the installation head shall notify the concerning employee, in writing, with a copy sent to the APWU Local President, stating the reasons for the inability to reassign the employee.

ITEM # 18

IDENTIFICATION OF A DUTY ASSIGNMENT FOR EXCESSING

For the purpose of reassigning within a section due to an excess situation with a section, it shall be done by entire section, defined as being the entire postal installation.

ITEM # 19  
PARKING

Established practices of employee parking shall continue for the duration of the contract.

ITEM # 20  
LEAVE FOR OFFICIAL UNION BUSINESS

An elected or appointed officer of the Union may request Leave to attend National, Regional or State Conventions, subject to the National Agreement, Article 10. The Officer may use annual leave or he/she may request LWOP. This leave shall be charged to the choice vacation period.

ITEM # 21  
SENIORITY LIST

The Installation Head shall post an updated seniority list each calendar quarter. A copy of this seniority list will also be provided to the Union.

ITEM # 22 A  
SENIORITY

Employees will normally work their duty assignments. If it becomes necessary to move employees to perform work outside their bid assignments, the principle of seniority, to the extent practicable, will be observed.

ITEM # 22 B  
LABOR MANAGEMENT MEETINGS

The parties to this Agreement shall meet on the last Tuesday in the quarter. The meetings shall be at 2:00 p.m.

It is agreed that agenda items for discussion at the quarterly meetings shall be exchanged by the parties to this Agreement at least one full work day before the scheduled meeting. Items not placed on such agenda shall be discussed only by mutual consent of the parties.

ITEM # 22 C  
USE OF LUNCH ROOM FOR MEETINGS

The APWU - Detroit District Area Local will be allowed to hold meetings in the Post Office lunch room for Centerline personnel.

Use of the lunch room for meetings shall be subject to the following restrictions:

1. Use of the lunch room shall not interfere in any way with the employees on duty.
2. Meetings shall be confined to business and be conducted in a business-like manner.
3. The Postmaster shall have the right to cancel meeting privileges in the Post Office lunch room if the foregoing restrictions are not observed.

#### ITEM # 22 D

#### POSTINGS

Position postings shall be posted for a period of ten (10) calendar days. The successful bidder shall be placed in a new assignment within fifteen (15) day.

## LOCAL MEMORANDUM OF UNDERSTANDING

This Local Memorandum of Understanding constitutes agreement between the American Postal Workers Union, AFL-CIO Detroit District Area Local and the Management of the United States Postal Service at Centerline, Michigan 48015. This Agreement is entered into pursuant to the terms of Article 30 of the 1998 - 2000 National Agreement between the American Postal Workers Union, AFL-CIO and the United States Postal Service. It is understood that those Items currently contained in the previous Local Memorandum of Understanding, not in conflict or inconsistent with the terms of the National Agreement, shall remain in effect for the life of this Agreement.

3-17-99      ROGER R. HOLBROOK PRESIDENT APWU  
3-17-99      PATRICK A. CHORNOBY VICE PRESIDENT APWU  
3-18-99      LISA SMEEKENS, OFFICER IN CHARGE, CENTERLINE