

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

LOCAL MEMORANDUM OF  
UNDERSTANDING

UNITED STATES POSTAL SERVICE  
TAYLOR, MICHIGAN 48180

1999-2000

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ITEM # 1  
WASH-UP TIME

It is recognized that within the various crafts and duty assignments represented by the APWU - Detroit District Area Local, employees will be exposed to conditions requiring that they wash-up before eating and completing their tour of duty.

The consideration under which each individual works may vary; therefore, the parties agree that the Installation Head will continue to grant reasonable wash-up time where conditions warrant.

ITEM #2  
BASIC WORK WEEK

Where six or more Full-time Regular Clerks work the same tour, doing the same type of work on a Monday through Saturday assignment; such as, the first tour, the basic work week shall be five days with Sunday and one rotating day off.

The Basic Work Week of all other Full-Time Regular Clerks shall be five days with fixed days off, unless otherwise agreed between the parties.

ITEM#3  
EMERGENCY CONDITIONS

When-local emergency conditions warrant consideration of the curtailment or termination of postal operations, the Installation Head or his/her designee 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. In event of an emergency, Management shall notify the local Union President or his/her designee as soon as possible.

In the event the Union believes an emergency condition exists and the Installation head does not agree, the Union shall meet with the Installation head or his/her designee to attempt to resolve the issue.

ITEM #4  
FORMULATION OF LEAVE PROGRAM

As soon as practicable after November 1st, Management shall solicit employees for their vacation selections for the following year. This will be done by seniority. The calendar method and 3971s shall be used to make employees requests and selections. No later than December 31st, the vacation calendar shall be posted indicating each selection awarded to the employee.

ITEM#5  
CHOICE VACATION PERIOD

During the months of January, February, September, October, November and the last service week in December, two (2) employees may be granted annual leave each week. During the months of March, April and May and the last service week in December a total of three employees may be granted annual leave each week. The first full week in June through the last full week in August, four (4) employees may be granted annual leave.

Employees shall provide a one (1) week notice to management to cancel vacations in order to have the vacation re-posted. If less than one week notice is given to cancel a vacation every attempt will be made to award the vacation vacancy.

Employees selecting a vacation week must take the full week and may not select certain days of the week off.

An employee who has a week selected, but does not have the annual leave to cover the week, may select consecutive days of the week equal to the number of days of annual leave and the remainder of the week need not be re-posted.

All cancelled vacation weeks posted for bid will be awarded to the senior bidder. After the senior bidder has been granted another week, that employee will not be granted another week until all employees have had an opportunity to schedule a cancelled vacation week. The only exception will be if only one employee bids on the posted week.

ITEM#6  
VACATION BEGINNING DAY

All scheduled annual leave shall start on Monday and end on Sunday unless mutually agreed to an alternate day between Management and the employee.

ITEM # 7  
LEAVE OPTIONS

An employee entitled to fifteen (15) continuous days of annual leave may be granted this amount during the choice period. An employee at his/her option, may initially request two selections during the vacation period in units of either five (5) or ten (10) days. In making two selections, the employee will have a first and a second choice. His/her second choice will be granted after all employees have received his/her first choice in accordance with his/her Seniority.

ITEM # 8  
JURY DUTY AND UNION LEAVE

Employee(s) called to Jury Duty during his/her scheduled choice vacation period shall be permitted to request additional leave in an amount equal to that used, during the other weeks in the choice period, as long as such request does not interfere with the scheduled vacations of other employees. On employee in attendance at National and State Conventions shall not have this time charged to the choice period.

ITEM #9  
LEAVE SCHEDULING

During the months of January, February, September, October, and November, two (2) employees may be granted annual leave each week. During the Months of March, April, May and the last service week in December, a total of three (3) employees may be scheduled annual leave each week. The first full week in June through the last full week in August, four (4) employees may be granted annual leave each week

ITEM # 10  
LEAVE APPROVAL

Upon completion of the vacation schedule, the approved scheduled leave will be posted by Wednesday proceeding the New Leave Year.

ITEM # 11  
NOTIFICATION OF NEW LEAVE YEAR

No later than November 1st, the employer shall notify employees of the beginning date of the new leave year by a notice placed on the bulletin board.

ITEM # 12  
LEAVE OUTSIDE OF THE CHOICE VACATION PERIOD

After all employees have been granted the ten (10) or fifteen (15) days they are entitled to, they can be granted additional leave to fill vacancies in any of the weeks.

All employees requesting incidental annual leave shall submit a FORM 3971, in duplicate to Management. When approved and signed by the Supervisor, the duplicate shall be returned to the employee.

Employees shall be notified of Management's disposition for advance annual leave, no more than two work days after the request is made in triplicate and signed by the supervisor. Failure to notify the employee or Management's disposition shall automatically deem the requested leave approved.

ITEM # 13  
HOLIDAY SCHEDULING

Full-time and Part-time Regular scheduled employees will be scheduled for holiday work on an equitable basis, considering when the work is needed - where it is needed and the skills required.

In order that as many Full-time and Part-time Regular Employees as possible may be excused from duty on a holiday or a day designated as their holiday, qualified employees with the required skills shall be scheduled in the following order:

1. Part-time Flexible employees, even if overtime is necessary.
2. Casuals.
3. Full-time and Part-time Regulars who have volunteered to work on their holiday or day designated as their holiday by seniority.
4. Full-time and Part-time Regulars on Non-scheduled days who have volunteered to work by inverse seniority.
5. Full-time and Part-time Regulars who did-not volunteer to work their holiday or day designated as their holiday by inverse seniority.
6. Full-time and Part-time Regulars who did not volunteer to work for overtime by inverse seniority.

Employees on approved leave will be exempted from the above scheduling.

ITEM #14

OVERTIME DESIRED LIST

As provided in Article 6 of the Collective Bargaining Agreement, when during the quarter the need for overtime arises, employees with the necessary skills, having listed their names on the overtime list, shall be selected to work. The Overtime Desired List shall be posted for the Installation with (2) separate Sections, Maintenance and Clerk (by scheme).

ITEM #15, 16, 17

THE ASSIGNMENT OF ILL AND/OR INJURED  
REGULAR WORK FORCE EMPLOYEES

The Installation Head or his designee shall consult with the Union when it becomes necessary to reassign employees represented by the Union to Light Duty. When an ill and/or injured employee has been approved for Light Duty employment, he/she will be assigned to duties within his/her job description that he/she is physically capable of performing.

ITEM # 18

EXCESSING WITHIN A SECTION

For the purpose of excessing within the Postal Installation, the entire Postal Installation shall be considered as one section.

ITEM #19

PARKING

Parking for employees of this Postal Installation shall be on a first come, first serve basis in the designated areas.

ITEM # 20  
UNION LEAVE OPTIONS

Steward(s) who request leave to attend Union activities that occur within the Choice Vacation Period will be considered on an individual basis.

ITEM #21  
MAINTENANCE CRAFT

It is agreed that all vacant duty assignments will be posted by Notice of Intent to Fill within thirty (30) days of the vacancy. All vacant duty assignments will be filled from the Promotion Eligibility Register and the Preferred Assignment Register.

ITEM #22  
CLERK CRAFT CHANGE IN STARTING TIME

When an assignment undergoes principal changes in starting time, exceeding one (1) hour radius, the incumbent employee shall have the option of assuming the new starting time, or declining to do so. If the incumbent declines, the position shall be posted for bid, and the incumbent may exercise his/her contractual right to bid on any vacant assignment.

The Union President shall be notified, by certified mail and consultation held, at the request of the Union prior to the initiation of any changes exceeding one (1) hour radius. The consultation shall be held at such time as to give the Union ample time to express its views and offer its input.

In each individual circumstance that an incumbent elects to assume a new starting time, the decision will be expressed in writing and shall bear the signature of the incumbent and the Union President or his/her designee, which shall be identified in writing. In any situation where an intent to change is not evidenced by both signatures, the position shall be reposted.

If the incumbent chooses to decline the new starting time, his/her declination shall be expressed in writing, and Management will repost and fill the assignment within the contractual time Limits.

## 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 in Taylor, Michigan 48180.

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.

3-24-99	Roger Holbrook, President APWU
3-31-99	Patrick A. Chornoby, Vice President, APWU
4-6-99	John R. Merritt, Clerk Craft Director, APWU
4/28/99	Terrance Fedea, Postmaster, Taylor
4/28/99	Jan Sizemore, Supervisor Customer Services