

**AMELIA, OHIO  
LOCAL AGREEMENT  
2006-2011**

**ITEM 1**

Article 8, Section 9 of the National Agreement provides reasonable wash-up time for a letter carrier who performs dirty work. It is the position of the U.S. Postal Service that any letter carrier should be granted such time as is reasonable and necessary for washing up after performing dirty work or incident to personal needs as currently established.

**ITEM 2**

All routes will be on a rotating schedule of Monday through Saturday.

**ITEM 3**

Whenever an emergency condition exists, i.e. extreme weather conditions, hazardous driving, bomb threats, etc., the installation head will review, where possible, appropriate federal, state and local governmental recommendations and directives and make a determination as to whether curtailment or termination of delivery services is necessary. In making such determination, the safety of a carrier, the protection of Postal Service property, and other relevant factors will be given appropriate consideration.

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

Procedures to be followed when the installation head has decided to curtail or terminate delivery services after carriers have left on routes:

- 1) Management will make every reasonable attempt to contact local radio and television stations, requesting them to announce instructions to carriers, and also requesting the public to convey the message to all carriers.
- 2) Management will not be responsible for erroneous unofficial information.

**ITEM 4**

At each work unit senior employees can choose their vacation weeks in advance in accordance with bidding procedures. Upon notification to choose vacation, the senior carrier must choose within three (3) scheduled working days. Failure to exercise a choice within three (3) scheduled working days will place the carrier after the most junior carrier in the unit for choosing vacation in the seniority round.

After all employees have been given an opportunity to bid vacations in the first seniority round, a second seniority round will be conducted, with the same procedure for all remaining annual leave weeks.

Each work unit will begin choosing vacation no later than December 15 of each calendar year. All bidding should be completed by March 1 of each calendar year.

Exchange of vacation weeks during the choice vacation period may be authorized by the supervisor with the concurrence of the steward.

**ITEM 5**

The choice vacation period will begin on the first Monday of May in each calendar year and continue through the next twenty-two (22) consecutive weeks.

**ITEM 6**

Vacation weeks will begin on Monday and end on Sunday.

**ITEM 7**

Employees who earn 20-26 days annual leave may choose any one of the six items below and employees who earn 13 days annual leave may choose any one of items 4 or 5 or 6 below, on the first seniority round:

- 1) Three(3) continuous weeks; or
- 2) Three(3) separate weeks, however no more than two(2) weeks may contain a holiday; or
- 3) Two(2) continuous weeks and one separate week; or
- 4) Two (2) separate weeks; or
- 5) Two continuous weeks; or
- 6) One(1) week

**ITEM 8**

Leave for official Union business, such as national and state conventions will not be charged to the choice vacation period. Reasonable leave time will be allowed to delegates for traveling to and from conventions.

**ITEM 9**

The number of employees to be granted leave shall be "fixed" at fifteen (15%) of the total carrier compliment on December 1<sup>st</sup>. Weeks containing a holiday will be "fixed" at 10%. Any fraction of the five tenths (.5) or over will be rounded off to the next full number.

**ITEM 10**

Vacation selections will be submitted using 3971's in duplicate form. Management will approval/disapprove the 3971 and provide a copy to each employee. Approved leave will be noted on the vacation calendar.

**ITEM 11**

Prior to bidding on vacation weeks, management will post written information containing the procedures in the National and Local Agreements.

**ITEM 12**

Requests for incidental annual leave shall be made as far in advance as possible by submission of Form 3971 in duplicate to the supervisor. The supervisor will render a decision by returning a validated copy of form 3971 within 48 hours.

Failure to render a decision in 48 hours constitutes approval of form 3971.

**ITEM 13**

The order of scheduling for holidays shall be:

- 1) Part-time flexible scheduled employees
- 2) Full-time employees- volunteers whose holiday or scheduled holiday it its by seniority
- 3) Full-time employees on the Overtime Desired List. The parties agree this item only refers to scheduling employees on their non-scheduled day.
- 4) Full-time employees-volunteers on their non-scheduled work day by seniority
- 5) Transitional Employees (T.E.'s)
- 6) Full-time employees-non-volunteers on their non-scheduled work day by juniority
- 7) Full-time employees-non-volunteers on their holiday or designated holiday by juniority.

**ITEM 14**

During the quarter, Overtime Desired Lists will be updated and posted at Amelia Post Office, for every carrier in that station having listed his/her name.

Upon medical request and medical certification, management will make every effort to employ carriers in "light duty" assignments. Such assignments that would be considered:

- 1) Casing mail on routes where there are vacancies
- 2) Assisting on routes, in office on heavy days
- 3) Relabeling carrier cases
- 4) Auxiliary routes of less than eight(8) hours

- 5) Special delivery assignments that are covered by PTF carriers
- 6) Making and posting collection box schedules
- 7) Assisting with city delivery office work
- 8) Assisting in training new employees
- 9) Answering telephones
- 10) Any other work that is productive, necessary and available

When it is not possible to assign an ill or injured letter carrier to a light duty assignment within the carrier craft, the installation head or his designee ill discuss the matter with the NALC Branch President or his designee, and the APWU President, or his designee, prior to effecting and assignment to another craft. It is understood that such assignments will not be made to the detriment of the APWU craft employees.

**ITEM 18**

Section as referred to in Article XII of the National Agreement on reassignment is agreed to be the entire carrier work force of the Amelia Post Office.

**ITEM 19**

Present parking program will continue.

**ITEM 21**

When a letter carrier route or full time duty assignment, other than the letter carrier route(s) or full time duty assignment(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 Article XLI.

When there is more than one (1) hour change in the starting time of a route, the regular letter carrier who has obtained that route through the bidding procedure shall advise management in writing within twenty (20) days of the effective date of the change if he does not wish to remain on that route. In this event, management shall post the route for bid. The letter carrier in question will remain on the route unless he notifies management as indicated above.

**ITEM 22**

The official posting of routes will include a final date for letter carriers to submit bid cards to their immediate supervisor, which will constitute an official timely bid.

Cheryl Kellner  
For the USPS

4/1/08  
Date

Donald E. ...  
For the NALC

4/1/08  
Date