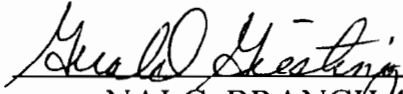


MEMORANDUM OF UNDERSTANDING  
BETWEEN  
U.S. POSTAL SERVICE  
AND  
NATIONAL ASSOCIATION OF LETTER CARRIERS

**BRANCH 43**  
&  
**Batavia, OH 45103**  
**2006 – 2011**

The parties agree the provision(s) of the  
2001-2006 Local Memorandum of Understanding  
have not changed and are carried over with the signing of this coversheet.

  
\_\_\_\_\_  
US POSTAL SERVICE

  
\_\_\_\_\_  
NALC, BRANCH 43

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

**ITEM 1:**

When an employee performs dirty work or works with toxic materials, the employee will be allowed reasonable wash-up time.

**ITEM 2:**

All full time assignments will be on a rotating schedule of Monday through Saturday and a fixed non scheduled day off on Sunday. The rotating schedule on a specific assignment can be changed by mutual agreement of a representative of the USPS and the local NALC President or his/her designee.

**ITEM 3:**

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 made to curtail Postal operations, to the extent possible, management will notify and seek the cooperation of local radio and television stations to inform employees.

**ITEM 4:**

A) ANNUAL VACATION SELECTION: Beginning December 1 each year, the office will begin vacation selection. There will be two (2) seniority rounds for choice vacation weeks. When notified to pick, a carrier will have two (2) working days to choose or be placed after the last carrier in the seniority round. The first round will be with vacation picks as identified by this memorandum in Item 7. After all employees have been given an opportunity to choose in the first round by seniority, the same procedure with the same picks from Item 7 will be followed for the second round.

Following the two (2) seniority rounds for choice vacation weeks, a third seniority round for all weeks remaining in the choice vacation period. The same procedure, using 15% off with the same picks from Item 7 will be followed for the third round but only if a carrier has a sufficient balance of annual leave.

This memorandum on "Annual Vacation Selection" will be posted and/or attached to the vacation calendar or chart.

**B) INCIDENTAL LEAVE:**

Requests for incidental annual leave will be made as far in advance as possible by personally submitting form 3971 in duplicate to management. Management must render a decision by returning the form 3971 either approved or disapproved within forty-eight (48) hours. Failure to return the form within forty-eight hours will approve the leave.

Upon completion of the annual vacation selections, any unchosen picks will

be filled up to the maximum allowance of 15% on a first submitted basis of form 3971 throughout the year. Forms 3971 will be cancelled with a "red eye" on the date submitted and a copy given to the steward.

**ITEM 5:**

The choice vacation period shall commence on January 1 and run through November 30.

**ITEM 6:**

Employees' vacations shall begin on Monday, unless otherwise agreed upon between management and the employee.

**ITEM 7:**

Carriers who earn twenty or more days of annual leave per year may choose any one of the **six** (6) choices below. Carriers who earn thirteen (13) days of annual leave per year may choose any one of choices #4, #5 or #6 below.

1. Three (3) continuous weeks, or
2. Three (3) separate weeks, or
3. Two (2) continuous weeks and one (1) separate week, or
4. Two (2) separate weeks, or
5. Two (2) continuous weeks, or
6. One (1) week

**ITEM 8:**

Leave for jury duty will not be charged to the choice vacation period or to an employee's vacation selection. Leave for attending NALC conventions will reduce the number allowed for the period but will not be charged against the employee's vacation selection.

**ITEM 9:**

The number of employees who shall receive leave each week during the choice vacation period shall be fifteen percent (15%), rounded off to the nearest full number when at .5 or above. During the second full week of June and August one (1) additional carrier will be allowed off.

**ITEM 10:**

Prior to the beginning of the new leave year, a vacation calendar will be posted and a copy given to the Union. Requests for choice vacation periods will be submitted using duplicate forms 3971. A copy of the form 3971 will be returned to the employee.

**ITEM 11:**

On December 1 each year, management will post and announce to all carriers, the beginning of vacation selection and the date of the new leave year.

**ITEM 12 :**

Requests for annual leave shall be submitted as far in advance as possible by personally submitting form 3971 in duplicate to the supervisor. The supervisor will render a decision by returning a validated copy of form 3971 within forty-eight (48) hours. Failure to render a decision within forty-eight (48) hours constitutes approval of form 3971.

**ITEM 13:**

The order of scheduling for holidays will be:

1. Volunteer Full Time Regulars, whose holiday it will be, by seniority, when eight (8) hours is available
2. Volunteer PTF's by seniority
3. Volunteer TE's
4. Force Casuals
5. Force TE's
6. Force PTF's by inverted seniority
7. Volunteer Full Time Regulars on N/S day by seniority
8. Force Full Time Regulars on N/S day by inverted seniority
9. Force Full Time Regulars on holiday by inverted seniority

**ITEM 14:**

The overtime desired list for city carriers shall be posted and updated on an A/P basis. Beginning each quarter, all carriers on the list will start at zero.

**ITEMS 15, 16 & 17:**

There will be one (1) full time assignment for light duty for letter carriers. The light duty assignment will consist of the following duties available, but are not limited to these:

1. Router work
2. Express mail duties
3. Casing mail on open routes, heavy routes and auxiliary routes
4. Mounted delivery routes
5. Folding of flats
6. Relabeling cases and edit sheets
7. Making and posting corrections on schedules
8. Training new employees
9. General office duties
10. Assisting on vehicle inspections
11. Carrier mark-ups
12. Checking "No Obvious Value" mail (Bulk Business Mail)
13. Re-writing carrier route books
14. Labeling of apartment buildings mailboxes
15. Any other productive work that is available with the unit

Qualified employees requesting light duty will be assigned light duty as above.

The NALC will be notified of light duty assignments. No light duty assignment will adversely effect or interfere with the seniority bid or opt of another letter carrier.

**ITEM 18:**

"Section" as referred to in Article 12 of the National Agreement on reassignments, it is agreed to be the carrier craft at the Batavia Post Office.

**ITEM 19:**

Parking will be provided by the Postal Service for all carriers.

**ITEM 21:**

Article 41, Section 3, Item 0 of the National Agreement shall be made part of the Local Agreement.

When there is more than one (1) hour change in the starting time of a full time assignment (starting times of record for all assignments are 7:30 AM), the regular carrier assigned to that assignment shall advise management in writing, within ten (10) days of the schedule change, if he/she does not wish to remain on the assignment. If the carrier notifies management within ten (10) days, Article 41, section 3, item 0, will be applied as if the route was abolished.

When a full time regular is called into work on a non scheduled day, the full time regular will work his/her regular route, if a route is available on the skipper string. Determine if a route is available using the following order:

1. First, the skipper must be placed on an open route in the string, by choice if more than one route is open, if not
2. The skipper displaces the junior opt person to another assignment, if not
3. The full time regular will be assigned as needed, not displacing anyone.

When a full time regular is scheduled in to work on a non scheduled day, this is not an unanticipated circumstance and the skipper will not be moved from the scheduled route.

Carriers will be given one (1) office break at approximately 9:00 AM and carriers will choose one (1) street break which will be listed in the route book.

**ITEM 22:**

In January each year, a copy of the carrier seniority list will be posted and a copy provided to the union.

Posting of vacant assignments will be for all carriers in the craft. Full time regular carriers will be permitted to bid for any or all assignments. All postings of route(s) for bidding will be posted for ten (10) days, unless every carrier has been afforded an opportunity to bid. When a posting contains more than one (1) assignment, carriers may bid for as many assignments as are posted. Full time limited duty assignments will be posted for thirty (30) days to allow carriers time to have medical restrictions updated when bidding.

A successful bidder must be placed in the new assignment within fifteen (15) day set in the month of December.

\_\_\_\_\_  
For the USPS

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the NALC

\_\_\_\_\_  
Date