

HILLSBORO, OHIO MEMORANDUM OF UNDERSTANDING 2006-2011

All full time carriers at the Hillsboro, Ohio, Post Office will have fixed off days.

Guidelines for the curtailment of Postal operations:

When the Director of the Highland County Civil Defense informs the Postmaster of conditions of imminent danger to Postal employees, or if local conditions such as civil disorder, safety and health of the employee, or hazardous weather conditions warrant, the Postmaster or his designee will discuss with the President of the NALC or his designee the channels being used to notify employees of curtailment of operations.

During the month of January, the employer will meet with the Union to review local service needs. The employer shall determine a final date for submission of applications for vacation periods of the employees during the choice vacation period.

The choice vacation period shall be from the first Monday in June through the third Monday in September.

Vacation weeks will begin on Monday and end on Saturday.

Employees who earn twenty (20) or twenty-six (26) days annual per year may choose any one of the following from the choice vacation period:

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

The employee may choose any four (4) weeks in other than the choice vacation period of the leave year.

Employees who earn thirteen (13) days annual leave per year may select any two weeks during the leave year.

Leave to attend National and State conventions will not be charged to the choice vacation period, provided the Postmaster is notified by March 15. The week of the (State) convention (and three (3) weeks of the National convention) will be set aside for the delegate.

The maximum number of employees allowed off during the choice vacation period shall be one (1).

The employer will issue an official notice to each employee of the vacation schedule approved for him/her.

Management will post the date of the beginning of the new leave year on the bulletin board no later than November 1.

Application for annual leave during other than the choice vacation period shall be by form 3971. The Supervisor will render a decision on such request within forty-eight (48) hours of receipt.

Holidays:

Whenever it is necessary to work full time regular carriers who have volunteered to work on their scheduled holiday they will be scheduled as needed on a seniority basis.

Whenever it is necessary to work full time regular carriers who do not volunteer to work on their scheduled holiday, they will be scheduled by juniority.

The overtime desired list shall be posted for all full time regular carriers at the Hillsboro, Ohio, Post Office.

"Updated" as used in Article VIII, Section IV of the National Agreement, shall be construed to mean reduced to zero (0) at the beginning of each calendar quarter. All overtime opportunities, offered or worked outside the work location where he normally works shall not be charged to the overtime desired list. The overtime list will be posted and updated quarterly. When a carrier desires it, within two weeks after making regular, he may, at his option, sign his name to the overtime desired list and shall be credited with overtime hour equal to the employee with the greatest amount of overtime hours at time of being placed on the list.

Light duty assignments for carriers at the Hillsboro, Ohio Post Office will be any available work in the carrier craft which ill or injured employees may be able to perform:

When a Letter carrier route or full time duty assignment, other than the letter carrier route(s) or full time duty assignment(s) of the junior employee(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 procedure in this Article.

Vacant duty carrier assignments will be posted for fifteen (15) calendar days

Two (2) copies of the carrier seniority list will be given to the NALC Steward at the Hillsboro, Ohio Post Office.

(Signed) Cheryl Kellner Date 4/1/05
For the USPS

(Signed) Gerald Gentry Date 4/1/05
For the NALC