

LOVELAND, OHIO
MEMORANDUM OF UNDERSTANDING
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 full time carriers at the Loveland, Ohio Post Office will have rotating off days.

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.

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 two (2) scheduled working days. Failure to exercise a choice within two (2) scheduled working days will place the carrier after the most junior carrier in the unit for choosing vacation in the seniority round.

There will be two rounds of vacation selections conducted. Employees may bid either inside or outside the choice vacation period during either round of vacation selections provided they have sufficient leave balance for their vacation selections. All other weeks throughout the year are available in the second round excluding any full weeks in the month of December.

Each work unit will begin choosing vacation no later than December 1 of each calendar year. All bidding should be completed by December 31 of each calendar year.

ITEM 5

The choice vacation period shall begin on the first Monday in May through the fourth Monday in September.

ITEM 6

Vacation weeks will begin on Monday and end on Saturday.

ITEM 7

Employees who earn 20-26 days annual leave may choose any one of the five items below and employees who earn 13 days annual leave may choose items 3, 4 or 5 listed below in either round provided they have a sufficient leave balance for their selections:

- 1) Three(3) continuous weeks; or
- 2) Two(2) continuous weeks and one separate week; or
- 3) Two (2) separate weeks; or
- 4) Two continuous weeks; or
- 5) 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 during the choice vacation period is "fixed" at fifteen (15%) of the total carrier compliment on December 1st. Non-choice weeks will be "fixed" at five (5%) of the carrier compliment.

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.

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 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, the Overtime Desired Lists will be posted and updated at Loveland Post Office, for review by every carrier in the station having listed his/her name.

ITEM 17

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) Re-labeling 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 carrier employees

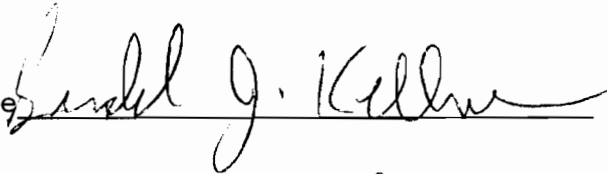
ITEM 21

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.

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.

U.S.P.S. Representative



NALC Representative