

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

ITEM 1

Every letter carrier who does dirty work or works with toxic material shall receive a reasonable wash up period.

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

Carriers may pick vacation for any time from March of the current year through February of the following year. If March 1 falls in the middle of a vacation week, the carriers may choose the portion of February necessary to complete that week, as part of the scheduled picking of annual leave.

Employees at the Oxford Post Office will begin choosing their vacation choices the second week of January.

A pick may consist of one vacation week or any portion of a week. Picking one day is permitted. As long as form 3971 is submitted to management on or before the Tuesday of the week preceding the week in which the leave is to occur, it shall be subject to the same conditions as apply during the three rounds of picking (three off in the summer, one in December the three weeks before Christmas, and two the rest of the year).

If the maximum number of carriers are not on scheduled leave for a given date, then leave requests for that date shall be approved up to the maximum allowed off, except in the case of a serious emergency.

Any approved leave given back by a carrier shall be posted for bid as quickly as possible by management. Bidding shall be by seniority.

A schedule for picking shall be available for carriers to look at.

Periods of picking shall consist of two work days, with two carriers picking during each period. Thus, the two most senior carriers will have two days to make their first round selections, then the next two most senior carriers will have the next two day period, and so on. The same method shall be used for the second and third rounds of picking. If a carrier does not submit his/her selections in writing during the designated period, the carrier must wait until the end of that round to pick. The carrier does not have to wait until his/her turn in the subsequent round.

ITEM 5

The choice vacation period will run from March through February of the following year with the carrier allowance as described in Item 9 of this agreement as follows: Three (3) carriers shall be allowed off beginning the second Monday after Miami University ends for the summer through the Sunday before Miami University's fall semester begins in late August. One carrier shall be allowed off for the three weeks in December preceding Christmas. Two carriers shall be allowed off the rest of the year.

ITEM 6

Vacation weeks will begin on Monday and end on Sunday.

ITEM 7

Employees who earn twenty days or more of Annual Leave a year may choose three picks in each of three rounds of picking.

Employees who earn thirteen days of Annual Leave a year may choose two picks in each of the three rounds of picking.

ITEM 8

Jury duty and leave for National and State Conventions will not be charged to the employee's choice vacation period.

ITEM 9

Three (3) carriers shall be allowed off beginning the second Monday after Miami University ends for the summer season through the Sunday before Miami University's fall semester begins in late August. One carrier shall be allowed off for the three weeks in December preceding Christmas. Two carriers shall be allowed off the rest of the year.

ITEM 10

Upon completion of vacation bidding all carriers who submit a duplicate form 3971 will be issued PS form 3971 for approved vacation.

ITEM 11

Soon after, January 1 management will post notice regarding annual leave for the leave year.

ITEM 12

Requests for annual leave after the three rounds of picking shall be handled on a first come, first served basis. It is just as important and binding as leave approved during the three rounds.

Requests for unscheduled annual leave shall be made as far in advance as possible by submission of Form 3971. The supervisor will render a decision by return of a validated copy of Form 3971 within forty-eight hours. If the leave is denied, the reason should be given in writing on the Form 3971. Failure to render a decision in forty-eight 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

Overtime Desired List will include all Full time regular carriers in the Oxford Post Office.

ITEM 17

Management recognizes its responsibility to assist deserving full time regular or part time flexible employees, who through illness or injury are unable to perform their regularly assigned duties. The installation head agrees to give each request for light duty careful attention and to the extent possible, provide available work that meets the documented medical restrictions of the employee, in accordance with Article 13 of the National Agreement.

Light duty assignments may include but are not limited to;

1. Routers
2. Express mail and special delivery routes
3. Casing mail on open, heavy and auxiliary routes
4. Mounted delivery
5. Folding flats
6. Relabeling cases
7. Making and posting collection box schedules
8. Training new employees
9. Answering telephones
10. Distributing mail
11. Assisting on vehicle inspections
12. Carrier mark-ups
13. Checking NOVW (BBM)
14. Rewriting carrier route books
15. Label apartment building boxes
16. All productive work that is available.

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 oxford Post Office.

ITEM 19

The present new post office facility includes parking spaces for all employees and each carrier will have a parking space.

ITEM 20

Leave for union business will not be charged to vacation schedule.

ITEM 21

Article 41.3 0 shall be made a part of this local agreement.

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. Carrier will remain on the route through the bidding procedure and if no one else bids on this route carrier will remain on the route.

Cheryl Kellner

FOR THE USPS

4/1/08

DATE

Gerald G. Gist

FOR THE NALC

4/1/08

DATE