

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POSTAL SERVICE
GLOUCESTER, MA

NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO
BRANCH 25

2023-2026

Item 1. Any carrier performing dirty work with toxic material will be granted reasonable time to actually wash up.

Item 2. All letter carriers in the Gloucester Post Office shall be on a rotating day off.

Item 3. When conditions develop that may make an impact on deliveries, the Postmaster or their designee, will make a decision as to what steps will be taken to resolve the problem. This will be discussed with the union steward as soon as possible as to the action taken. The Postmaster or designee shall determine the utilization of the scheduled workforce by the severity of the specific needs of the service with specific emphasis of the preservation of the health and welfare of the employees at the Gloucester Post Office. The Gloucester managers will make the safety of the carriers a concern when taking appropriate action to resolve the problem.

Postal employee will be excused for that period of time deemed reasonably necessary to cover an absence from regular tours of duty to make voluntary blood donations. The time necessary includes the time required for travel and the time required by the medical facility to process the blood donation, necessary time also includes any additional time recommended by the blood bank. Blood leave requests must be made and approved in advance.

Item 4.

1. Management shall notify carriers by November 1st of each year of the beginning and ending dates of the period for making selections during the choice vacation periods.
2. Method for making selections:
 - a. The leave sheet shall be passed throughout the carrier workforce by seniority; each carrier will indicate his/her selections for the choice period on the sheet within 72 hours of receiving the sheet.
 - b. The union steward or his/her designee will indicate the carrier selection for the choice period on a list posted on the bulletin board.
 - c. Leave forms will be distributed and all carriers must indicate their first and second preference for selection for the choice weeks. PS forms 3971 will be filled out and submitted for said selections.
3. Carriers who become ill while on annual leave during the choice period shall be allowed to have another selection during the choice period if one is available provided they submit acceptable documentation confirming their illness/injury. All cancellations shall be posted as soon as management is notified.
4. There will be no exchanging of leave.
5. Annual leave may be cancelled by the employee. Leave will be cancelled in full weeks at least ten (10) days prior to the start of the leave. The week(s) shall be posted for 3 days. Bidding shall be awarded by seniority starting with the employee immediately junior to the employee who cancelled the week(s). Any week(s) not bid will become available for incidental leave. Annual Leave may be cancelled less than ten (10) days prior with the approval of management and the Union
6. Any carrier transferring from one station to another will be granted their annual leave as previously scheduled in the station from which the carrier transferred. The Postal Service will exert every reasonable effort not to disrupt vacation plans for carriers affected by such changes in locations.
7. Military leave will not count as part of a carrier's selections for the choice period, nor will it count against the branch's quota *for* the choice period.
8. Employees on the ODL, if they desire, may advise their supervisor in writing of their availability to work on a non-scheduled day that is in conjunction with approved annual leave.

Item 5. The parties agree that the duration of the choice period will be from the last full week in May through the first full week in September and Massachusetts school vacation weeks in February and April.

Item 6.

All vacation weeks will begin on Sunday and end on the following Sunday.

Item 7.

The options for selecting choice vacation weeks will be as follows:

1. 10 or 15 consecutive workdays, depending on leave accrued annually.
2. Two choices of 5 consecutive workdays.
3. All 2nd choices will be marked on the Prime-Time Vacation Boards each week that is chosen (1-2-3) under each senior carrier. 2nd choice will count as one selection.
4. When an individual carrier gives up a choice week selection and there is no 2nd choice listed the week opens up to the next senior carrier in descending order for the choice week. Thereafter if there were no 2nd choices, the week opens up to day(s) choice with the carrier who gave up the choice vacation week exempt from choosing until all other carriers have been given an opportunity to select.

Item 8.

1. Jury duty will not be considered as part of the quota of carriers off during the choice vacation period.
2. National or State convention and NALC training may be attended by two (2) delegates that will not be charged to the quota during prime time.

Item 9.

During the choice period, 18% of the career city letter carriers on the roles will be allowed leave. CCA's will not be counted for the quota in determining the number of carriers allowed off, but will make their selections at the end of each round and count against the complement. From the week after July 1st through the first full week of August, one additional carrier will be granted leave, not to exceed 6 carriers.

During the non-choice period, 9% of the career city letter carriers on the roles will be allowed leave. CCA'S will be allowed leave. They won't factor into the quota but will be charged against the complement allowed.

Item 10.

1. Procedure for non-choice annual leave with more than 30 days' notice.
 - a. For non-choice leave a PS Form 3971 will be submitted no more than 12 months in advance. Submission date of PS Form 3971 will dictate priority number.
 - b. Ties (requests submitted on same working day) will be assigned priority by seniority.
 - c. Carriers requesting incidental annual leave must submit PS Form 3971 in duplicate. Said 3971's must be signed accepted by management to establish the "date submitted". Management will notify the carrier of the disposition of PS Form 3971 as soon as possible, but no later than 72 hours from the "date submitted".
2. Procedure for non-choice annual leave with 30 days or less notice.
 - a. Annual leave requests will be accepted up to thirty (30) days prior to the requested date.

- b. Submission date (date appearing in date submitted block of PS Form 3971) will dictate priority number.
 - c. Ties (requests submitted on same working day) will be assigned priority by seniority.
 - d. Predated requests will take precedence over the "Same day" annual leave policy.
 - e. Carriers requesting incidental annual leave must submit PS Form 3971 in duplicate. Said 3971's must be signed accepted by management to establish the "date submitted". Management will notify the carrier of the disposition of PS Form 3971 as soon as possible, but no later than 72 hours from the "date submitted".
3. Considered an emergency situation in granting emergency leave to include but not limited to the following:
- a. The immediate hospitalization of an immediate family member.
 - b. Death of an immediate family member including relations.
 - c. Asked to be a pallbearer at a funeral.
 - d. Same day one-time cancellation of childcare.

Item 11.

Management will select carriers to work on holidays in the following manner.

- 1. CCA'S and PTF'S
- 2. Full time regular non-scheduled volunteers by seniority.
- 3. Full time regular holiday volunteers by seniority.
- 4. Full time regular non-service non- volunteers by inverse seniority.
- 5. All other full time regular non-volunteers by inverse seniority.

Item 12.

- 1. The Gloucester Office shall be considered one installation for the purpose of overtime.

Items 13, 14, & 15

- 1. The Postmaster shall make every effort to employ letter carriers in their own station or branch for light duty assignments.
- 2. Identification of light duty assignments: A "light duty" assignment is any assignment within the physical capability of an employee who is temporarily incapable of performing his/her normal duties as a result of illness or injury.
- 3. Identification of light duty assignments: It is agreed that light duty assignments within the stations and branches for letter carriers may include but not limited to:
 - a. Assisting routes by setting up mail.
 - b. Marking up forwarding mail.
 - c. Relabeling carrier cases.
 - d. Rewriting carrier route books.
 - e. Coverage of suitable collection routes.
 - f. Labeling inside of apartment boxes.
 - g. Training new employees when training is done at the station level by craft employees.

Item 16.

A section shall be defined as a delivery unit throughout the Gloucester Post Office.

Item 17.

Management will assign one space to the NALC; further allocation will be a subject of discussion at labor-management meetings.

Item 18.

One employee, recommended by the Branch President, will be allowed to participate in Union activities, provided that a request is submitted prior to the determination of choice period quotas. However, the Postmaster or designee may consider additional requests.

Item 19.

1. Smoking: Smoking is prohibited in all areas other those specifically designated as smoking.
2. Notice inviting bids shall be posted on an installation basis.
3. Notice inviting bids for letter carrier craft assignment and for other assignments to which a letter carrier is entitled to bid shall be posted on the official bulletin board for five (5) days. Copies of the notice shall be given to the local union. When an absent employee has so requested in writing, stating their mailing address, a copy of any notice inviting bids shall be mailed to the employee; this applies to full-time regulars only.
4. Letter carriers will make bids on bid cards and place them in a locked bid box not given to management. When more than one assignment is posted letter carriers shall have the right to bid for all assignments, stating their preference of 1st, 2nd, 3rd choice etc. A steward or other union representative shall be present when the bids are opened.
5. Posting and bidding craft assignments of five (5) days or more.
 - a. Management shall post all temporary vacant full-time craft duty assignments of anticipated duration of five (5) days or more.
 - b. Full-time reserve, unassigned regular, part-time flexible, and CCA letter carriers may indicate their preference for such assignments until twenty-four (24) hours before an assignment commences.
6. A carrier seniority roster shall be posted on the bulletin board and revised not less than once every six months.
7. There shall be a three (3) day trial period on all routes posted for bidding. This trial bid shall be charged to the carrier's allowable bids per contract. If after the trial period the senior bidder does not wish the route, the next senior bidder shall have his/her trial period. The employee shall keep the non-scheduled day of their current bid until acceptance of the new bid.

Item 20.

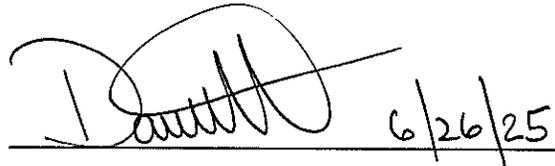
When a letter carrier route or full-time duty assignment, other than the letter carrier route(s) or full-time duty assignment(s) of the junior employee(s), is abolished at a delivery unit as a result of, but not limited to, route adjustments, highway. housing projects, all routes and full-time duty assignments 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 this Article.”

Item 21.

In the event the regularly assigned carrier is requested to work his/her non-scheduled day, he/she shall be assigned to his/her own route if there is an opening in the T-6's string to move to or if the T-6 agrees to move off his/her string. (For the purpose of this provision, an opted route is considered open.)

 6/26/25

Keith Miller
Postmaster, Gloucester MA

 6/26/25

Daniel P. Wheeler
President, Branch 25