

MEMORANDUM OF UNDERSTANDING

BETWEEN

BRAND 25

NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

AND

UNITED STATES POSTAL SERVICE

1PSWICH, MA 01938-9998

2023-2026

Item 1

Carriers will be allowed reasonable wash up time during his or her assigned duties.

Item 2

All regular letter carriers in the Ipswich Post Office shall be on a rotating days off schedule. The work week will run from Saturday through Friday.

Item 3

The Postmaster or designee will consult with the local Steward or his or her designee when extreme weather or other emergency conditions exist to allow the union to provide any input that may have a bearing on the decision to curtail or terminate Postal operations.

Item 4

A. The first week in January management will post a notice notifying employees that all selections for the choice period must be completed no later than the 2nd week in February. Management will notify all employees of their approval choice period by March 1.

B. Method for making choice selections.

1. The leave book shall be passed throughout the carrier work force by seniority and each carrier will indicate his or her selection for the choice period in the book. After the regular employees have made their selections for annual leave for prime time/choice vacation period, any available weeks remaining during the prime time/choice vacation period will be made available for city carrier assistants to bid on, provided the CCA will have a balance of 40 hours of annual leave. The relative standing of the CCA will be the determining factor for approval of leave. Only one CCA will be allowed off on annual leave at any given time during this period.

2. Carriers will have three working days in which to make their prime-time selection. The list will pass to the next carrier in descending order of seniority on the third working day regardless of whether or not the previous carrier has made their choice.

3. Prime time choices will be made in units of five days up to a total of fifteen consecutive days, in accordance with the National Agreement. The first choice will not exceed fifteen days. Only one choice per carrier per round will be allowed. Total of both rounds not to exceed fifteen days.

4. Each carrier will return the list promptly to the supervisor or Postmaster making their selection, by the third day.

5. The second round will begin immediately upon completion of the first round. This will be an expedited round, with the list being circulated by management. Carriers should be prepared to make a second selection, if desired, at this time.

C. Any carrier who declines to make his or her selection upon presentation of the leave book will be considered to have waived his or her seniority rights. They will not be allowed to reclaim their seniority rights to the disadvantage of a junior carrier who has made his or her selection during the interim. However, he or she may reclaim the list at any time to make his or her selection.

D. All cancelled leave will be offered to the next senior carrier under the employee who cancelled said leave.

1. Advance notice is required for scheduling.

2. If time permits leave will be offered to the next senior carrier and so on.

E. Carriers who become ill while on annual leave during the choice period shall be allowed to have another selection during the choice period, if weeks are available.

F. Any carrier transferring from one station to another will be granted his or her annual leave as previously scheduled in the station from which the carrier transferred, if it doesn't conflict with leave percentages at that station. The service will exert every reasonable effort not to disrupt vacation plans for carriers affected by such changes in locations.

G. No carrier will be called into work while on annual leave. Nothing in this agreement prohibits a carrier from advising their supervisor of their ability to work on a non-scheduled day, in conjunction with Article 8.5. C.2.

H. Military leave only, will not count as part of a carrier's selection for the choice period, nor will it count against the station's quota for the choice period.

Item 5

The choice vacation period shall begin with the first Monday in April and end the last full week of October.

Item 6

A. Letter carriers will start their vacations on a Monday and return to work on Monday following their vacation, unless that day is a holiday or a non-scheduled work day, in which case they will return to work on the next scheduled work day following the end of their vacation.

B. Management will make every reasonable effort not to schedule part-time flexible letter carriers on the Sunday before their vacation period, but will guarantee part-time flexible letter carriers the Sunday following their week of vacation.

Item 7

A. Upon completion of the first round of selections, the carrier supervisor shall present the schedule to each carrier by seniority for an additional selection. The second choice may be made of any weeks available on the vacation list during the choice time.

B. The carrier may take his or her choice period in units of either five, ten or fifteen days: the total not to exceed fifteen days on the first choice.

Item 8

A. Jury duty will not be considered as part of the quota of carriers off during the choice vacation period.

B. One carrier in excess of the normal complement will be allowed to attend the National Convention.

Item 9

There shall be a minimum of 2 carriers off each week during the choice vacation period.

Item 10

Each carrier will submit, following final selection of his or her choice (non-choice where applicable) vacation period(s) form 3971 in duplicate, filling in all applicable items. A copy, signed by the responsible supervisor, will be returned to each carrier craft employee within 3 days.

Item 11

No later than November 1st of each year, management will notify all carriers through the general orders of the beginning date of the new leave year. The general orders with this information will be read to all employees at each respective work location.

Item 12

A. Incidental leave will be granted on a first come, first serve basis.

B. The procedure will be upon submission of form 3971.

J. Management will reply within forty-eight hours

2. No form 3971 can be submitted any sooner than 30 days prior to the requested period.

C. Exceptions to this are the request for the day before or after a holiday; Thanksgiving, Christmas, and New Year's.

1. These forms will not be accepted any sooner than 14 days prior to the requested period.

2. Ties (requests submitted on the same working day) will be assigned a priority number by seniority.

Item 13

Management will select carriers to work on holidays in the following order:

1. Part-time flexible and CCA carriers to the maximum extent possible.

2. Full-time regulars who volunteer to work on their holiday or day designated as their holiday by seniority.

3. Full-time regulars who volunteer to work on their non-scheduled day by seniority.

4. Full-time regulars who did not volunteer on what would otherwise be their non-scheduled day, by inverse seniority.

5. All other non-volunteer full-time regulars, by inverse seniority.

Item 14

Overtime desired lists will be implemented by section. A weekly report of overtime hours will be posted.

Item 15, 16, and 17

A. The postmaster shall make every effort to employ letter carriers in their own station or branch for light duty assignments

B. A light duty assignment is any assignment within the physical capability of an employee who is temporarily or permanently incapable of performing his or her normal duties as a result of illness or injury.

C. It is agreed that light duty assignments within the stations and branches, for letter carriers, may include but not be limited to:

1. Assisting routes by setting up mail.

2. Helping the mark up clerk on forwardable mail if APWU agrees.

3. Rewriting carrier route books.
4. Relabeling carrier cases.
5. Coverage of suitable collection routes.
6. Labeling inside of apartment boxes.
7. Training new employees when, in fact, training is done at the station level by a craft employee.

Item 18

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

Item 19

Parking spaces in excess of postal service vehicles will be allotted by installation seniority.

Item 20

Annual leave to attend Union activities requested prior to the determination of the choice vacation period schedule will be part of the total choice vacation period.

Item 21 and 22

- A. Carrier cases will be free of all personal items so they can be cleaned and vacuumed on a bi-weekly basis by the custodian or contracted cleaners.
- B. Notice inviting bids shall be posted on an installation wide basis.
- C. Notice inviting bids for letter carrier craft assignments and for such other assignments to which a letter carrier is entitled to bid shall be posted on the official bulletin board for ten (10) days. Copies of the notice shall be given to the local union. When an absent employee has so requested, in writing, stating his or her mailing address, a copy of any notice inviting bids shall be mailed to the employee.
- D. Letter carriers shall make their bids in writing to the manager in charge by 10A.M. on the final day. When more than one assignment is stated carriers should state their preference 1" choice; 2" choice, 3" choice. A steward or other union representative shall be present when the bids are opened.
- E. Posting and bidding craft assignments of five (5) days or more.
 1. Management shall post all temporarily vacant full-time craft duty assignments of anticipated duration of five (5) days or more.
 2. Full-time reserve, unassigned regular, part-time flexible and CCA carriers may indicate their preference for such assignments one (1) week before posting the schedule before an assignment commences.
 3. Upon posting the senior carrier having indicated his or her preference shall be notified that he or she is awarded the assignment.
 4. The above shall not apply where assignments become available upon less than twenty-four (24) hours' notice. In such circumstances, management shall inquire as to the preference of each employee and award the assignment to the senior employee who indicates a preference.
- F. 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 adjustment, highways, housing projects, all routes and full-time duty assignments at that unit held by letter

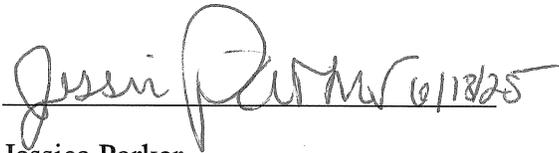
carriers who are junior to the carrier(s) whose route(s) or full-time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this article.

G. A full-time regular carrier called into work on a non-scheduled day shall work his or her full-time duty assignment provided there is a vacant route on the string to which the utility carrier may be assigned. Otherwise the carrier working on a non-scheduled day will be assigned where needed.

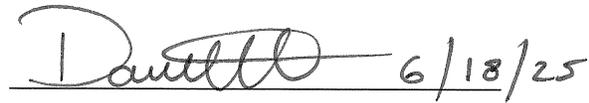
H. T-6 carrier will have the right to move a part-time flexible; if there is a preferred route on his or her string, provided the PTF is not on an article 41 hold-down and another route is available for said PTF.

We, the undersigned, agree to all the provisions set forth in the memorandum of understanding between Branch 25, NALC and the United States Postal Service.

This memorandum of understanding is entered into on May 21, 2023 at Ipswich, MA 01938, between the representatives of the United States Postal Service, and the designated agent of the National Association of Letter Carriers Local Branch 25 pursuant to the local implementation provision of the 2019 National Agreement.



Jessica Parker
OIC, Ipswich, MA



Daniel P. Wheeler
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