

LOCAL MEMORANDUM OF
UNDERSTANDING

BETWEEN

UNITED STATES POSTAL
SERVICE MERRIMAC, MA

NATIONAL ASSOCIATION OF LETTER
CARRIERS, AFL-CIO BRANCH 25

May 2023- May 2026

MEMORANDUM OF UNDERSTANDING AND RECOGNITION

This Memorandum of Understanding is entered into at Merrimac Massachusetts between the representatives of the U. S. Postal Service and the designated agent of the Union signatory to the National Agreement, National Association of Letter Carriers, AFL-CIO pursuant to the Local Implementation Provision of the 2023-2026 National Agreement. This Memorandum of Understanding constitutes the entire agreement on matters relating to local conditions of employment.

This Memorandum of Understanding covers all employees of the Merrimac Massachusetts Post Office in installations and facilities for which the National Association of Letter Carriers, AFL-CIO has been recognized as the national exclusive bargaining representative at the National level with respect to wage hours of employment and other terms of the National Agreement of May 21, 2023, for 2023-2026.

ITEM 1: Item 1: Installation head shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic materials.

ITEM 2: The parties agree that all Regular City letter Carriers will have rotating days off. The days off will be determined by the route that they bid on.

ITEM 3: In the event of emergency conditions, imminent disasters, or a declared state of emergency that could impact mail delivery, the Postmaster and/or senior Supervisor will promptly assess the situation using all available information. This includes guidelines from authorized representatives of the Letter Carrier craft.

- a. After reviewing the severity of the conditions, management will determine the appropriate course of action. This may include curtailing certain classes of mail or temporarily suspending delivery operations.
- b. If delivery is suspended, operations will resume once management receives clearance from the appropriate authorities. Every effort will be made to notify carriers already on the street if a recall is ordered by the Merrimac Post Office. This includes sending scanner messages.
- c. Management has the final authority when considering curtailment of operations.

ITEM 4: The duration of the choice vacation period is from the first pay period of June to the last pay period of September, along with the week of Christmas and New Year's. All other dates are to be considered non-choice leave period.

- a. During the choice vacation period leave will be by seniority. In this case, the senior employee having the first choice on down according to seniority. CCA carriers will get a selection of choice vacation period after the first round of selection. They must have leave to cover the week off.
- b. Once all employees have had a chance to select their choice vacation period leave, any remaining available leave in the choice vacation period shall be given off on a seniority basis.
- c. A leave calendar be maintained by the OIC/Supervisor/ Postmaster and keep up to date in the Postmasters office.

d. A work schedule shall be posted by the time clock by the OIC/Supervisor/ Postmaster.

ITEM 5: The choice vacation bidding will be from **February 15th to March 15th**.

ITEM 6: All vacation weeks will begin on Sunday and end on Sunday.

ITEM 7: During the first round of selection for choice vacation period an employee may select 5, 10, or 15 CONSECUTIVE DAYS. The second round will begin immediately after the first round. During the second round, employees may select the 5, 10, or 15 days of leave. Selections may not result in 3 non-adjacent weeks. i.e. Employees may not select a week in June, a week in July, and a week in August unless at least two of the weeks are consecutive.

ITEM 8: Jury duty will not be charged to the choice vacation period.

Attendance to cover one (1) delegate to the National Convention will be charged to the choice vacation period.

ITEM 9: The quota for both choice and non-choice shall be one (1).

ITEM 10: When an employee request leave and a leave slip is submitted to the OIC/ Supervisor/Postmaster, he or she must approve/disapprove the request within 48 hours. Failure to act in that time frame will result in the requested leave to be automatically approved. This time frame begins upon receipt of the leave slip by the OIC/Supervisor/Postmaster.

ITEM 11: On or by November 1st, management shall post when the new leave year begins.

ITEM 12: NON-CHOICE PERIOD

a. Leave requests of two (2) days or less may be submitted up to sixty (60) days in advance of the requested leave. Leave of three (3) days or more may be submitted six (6) months in advance.

b. Any leave requested outside the choice vacation period will be given by seniority order and date given to management.

c. Requests received on the same day before 9:00am for that day will be determined by seniority and approved at management's discretion.

d. Any time off available on a certain day due to lack of work, etc. will be given on a seniority basis.

e. The quota for both choice and non-choice shall be one (1).

ITEM 13: Holiday Schedule Pecking Order:

1. All PTF employees to the maximum extent possible, regardless of the necessity to pay overtime premiums.

2. All CCAs to the maximum extent possible.

3. All full-time regulars who volunteer to work on either their non-scheduled day, holiday, or designated holiday will be canvassed as one group by seniority.
4. All full-time regular employees who did not volunteer to work their non-scheduled day in inverse seniority order.
5. All full-time regular employees who did not volunteer to work their holiday or designated holiday in inverse seniority order.

ITEM 14: Overtime desired list in Article 8 shall be by section. Employees request an overtime desired list to be posted at all times, even if void of any names by the OIC/Supervisor/Postmaster.

ITEM 15: Number of Light Duty Assignments. Light duty assignments will be retained for temporary and permanent light duty, dependent upon the availability of work.

ITEM 16: Assignment of Light Duty. Shall be determined at the time the need arises by local management.

ITEM 17: Light duty assignments will consist of the following:

- a) Assist routes that are determined by a supervisor to need assistance, labeling cases and setting up routes.
- b) Write up insured, certified, and registered mail on routes if needed and designated by a supervisor.
- c) Assignment to a suitable collection.
- d) Servicing available high-rise apartment houses.
- e) Re-write worn rack cards in need of replacement.
- f) Any carrier work physically or medically able to perform.
- g) Express mail delivery and collection.
- h) Any other work available in accordance with Article 13 of the National Agreement.

ITEM 18: Identification of Sections. Carrier section is comprised of all carrier operations.

ITEM 19: Employee Parking. The private use of parking spaces available to letter carriers will be permitted on a first-come, first-served basis.

ITEM 20: Union Leave. Leave to attend union activities prior to the determination of the choice vacation schedule is not to be part of the total vacation plan. To be administered in accordance with Article 24 of the National Agreement.

ITEM 21:

- a. Notices inviting bids for letter carrier craft assignments and to such other assignments to which a letter carrier is entitled to bid, shall be posted on the official bulletin board for (5) five days.
- b. Carrier vacancies of five (5) or more workdays shall be filled by the bidding form, by seniority or relative standing, as follows:

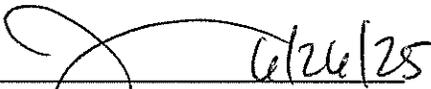
1. Reserved and unassigned regulars.
2. Part-time flexible (PTFs) carriers.
3. City Carrier Assistants (CCAs)

Successful bidders will take the non-scheduled days of the assignment bid.

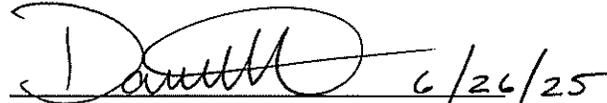
ITEM 22: When an absent employee has so requested, in writing, stating their mailing address, a copy of such notice inviting bids shall be mailed to that employee.

ITEM 23: SAFETY AND HEALTH

- a. Management will be responsible for establishing a safety and health committee. The committee shall include the Chief Steward or designee. Safety meetings shall be held on official time quarterly.
- b. Smoking is only permitted in the designated areas.
- c. Safety stand up talks shall be held as necessary by the supervisor or designee for all carriers.



Joy Iworsley
Postmaster, Merrimac MA



Daniel P. Wheeler
President, Branch 25 NALC