

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POSTAL SERVICE  
SALEM, MA

AND

NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL—CIO  
BRANCH 25

MAY 2023

MAY 2026

**SALEM LOCAL MEMORANDUM OF UNDERSTANDING**

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### **ITEM 1. WASH-UP PERIODS**

- a. Installation head shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic materials. The amount of wash-up time granted to each employee shall be subject to the grievance procedure.

### **ITEM 2. WORK SCHEDULES**

- a. The Regular work week for full-time carriers on letter routes will be five days with rotating and Sunday off. The regular work week for combination routes 45 & 46 will be five days with fixed days off.
- b. Route 45 will be Monday – Friday with Saturday & Sunday off.
- c. Route 46 will be Tuesday – Saturday with Sunday & Monday off.

### **ITEM 3. CURTAILMENT OF POSTAL OPERATIONS**

- a. 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.
- b. 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.
- c. 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 Salem Post Office. This includes sending scanner messages.
- d. Management has the final authority when considering curtailment of operations.

### **ITEM 4. LOCAL LEAVE PROGRAM**

- a. The Union, through the Chief Steward or their designee, shall be responsible for creating, circulating, and managing the vacation leave board.
- b. On February 1<sup>st</sup> a leave board shall be passed throughout the career and non-career (CCAs) workforce by seniority. Carriers shall be canvassed in groups by seniority and will have 48 hours to make their selections. Each carrier will receive a copy of the vacation board and, upon making their selection, will return the board to the steward or designated representative.
- c. If a carrier does not make their selection within 48 hours, for any reason, the leave board process will advance to the next carrier in order of seniority. The bypassed carrier may make their selection when ready, but not until the carrier currently making their vacation choice has completed their selection.
- d. There shall be no delay in advancing the leave board from one carrier to the next.
- e. The Chief Steward or designee will maintain control of the original leave board until the selection process is completed. An updated copy will be posted on the Union board.
- f. If a carrier is on leave during their turn, they must leave a contact phone number or provide their vacation selections to the steward or designated representative in advance.

### **ITEM 5. CHOICE VACATION PERIOD**

- a. The duration of the choice vacation period is from the 3<sup>rd</sup> full week in May through the 2<sup>nd</sup> full week in September.

**ITEM 6. CHOICE VACATION BEGINNING**

- a. The vacation schedules will begin on Monday and continue through Sunday.

**ITEM 7. NUMBER OF CHOICE VACATION SELECTIONS**

- a. An employee at their option may request two selections during the choice vacation period, in units of either 5 or 10 days, the total may not exceed 10 or 15 days as outlined in Article 10 of the National Agreement.

**ITEM 8. LEAVE CHARGED TO VACATION PERIOD**

- a. Jury duty will not be charged to the choice vacation period.
- b. Attendance to cover two delegates to the National Convention will be charged to the choice vacation period.

**ITEM 9. NUMBER OF CARRIERS OFF DURING PRIME TIME**

- a. Number of letter carriers, both career and CCA, allowed off during each week of the choice vacation period shall be limited to 15 percent of the authorized career complement as of January 1<sup>st</sup>, any number .5 and above will be rounded up and any number below .5 will be rounded down.
- b. During the choice period, when 15 percent of the career carriers have not bid choice vacation weeks, carriers must submit a 3971 for approval at management's discretion. When less than 8 percent of the career carrier workforce is not on annual leave for any week during the choice period, management will approve annual leave up to 8 percent.

**ITEM 10. PRIME TIME VACATION NOTICE**

- a. Upon completion of the specified selection period for vacation, a posted list will be established with approval of both management and labor. A copy of the approved list will be supplied to Union Officials by management.
- b. No carrier will be called into work while on annual leave except for serious emergency conditions.
- c. There will be no swapping of vacation periods.
- d. Carriers wishing to cancel a selected vacation period must notify management at least 7 days in advance.
- e. If a carrier cancels any days within a previously selected vacation week, they forfeit the entire week. The forfeited week shall be posted for 3 days and made available for bidding in order of seniority below the original selecting carrier. This section applies only when all available vacation slots for the week in question have been filled.
- f. If a carrier cancels a week during the choice period, the cancelled week shall be posted for 3 days and made available for bidding in order of seniority below the original selecting carrier. This section applies only when all available vacation slots for the week in question have been filled.

**ITEM 11. NEW LEAVE YEAR NOTIFICATION**

- a. On or by November 1<sup>st</sup>, management shall post when the new leave year begins.

**ITEM 12. NON-CHOICE VACATION PERIOD PROCESS**

- a. Other than choice period: The number of letter carriers, career and CCA allowed off each week of the other than choice vacation period shall be 8 percent of the authorized complement as of January 1<sup>st</sup>, any number above .5 will be rounded up, any number .5 or below will be rounded down.
- b. In addition, during the weeks of winter (February) and spring (April) school vacations in Massachusetts, one carrier over the allowed complement of 8 percent will be granted annual leave for those weeks.

- c. Carriers requesting leave during the other than choice period must submit a 3971 in duplicate to their supervisor for approval/disapproval.
- d. Management will reply to the request no later than 72 hours after the receipt of the 3971 indicating approval or disapproval. If no action is taken within 72 hours, the leave will be considered approved.
- e. Request for daily leave will be at management's discretion.
- f. Leave for 3 or more days may be requested 6 months in advance.
- g. Leave of less than 3 days may be requested 60 days in advance.

**ITEM 13. HOLIDAY SCHEDULING**

- a. The following sequence will be followed when scheduling employees to work on a holiday or designated holiday provided that such scheduling produces a work force which meets the operating skills requirement of the holiday or designated holiday.
  - 1. All PTF employees to the maximum extent possible, regardless of the necessity to pay overtime premiums.
  - 2. All CCA's 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**

- a. Overtime desired list in Article 8 shall be by section.

**ITEM 15. NUMBER OF LIGHT DUTY ASSIGNMENTS**

- a. Light duty assignments will be retained for temporary and permanent light duty, dependent upon the availability of work.

**ITEM 16. ASSIGNMENT OF LIGHT DUTY**

- a. In absence of light duty category employees, these assignments may be filled by PTFs in conjunction with other assignments.

**ITEM 17. LIGHT DUTY ASSIGNMENTS**

- a. Light duty assignments will consist of the following:
  - 1. Assist routes that are determined by a supervisor to need assistance, labeling cases and setting up routes.
  - 2. Write up insured, certified, and registered mail on routes if needed and designated by a supervisor.
  - 3. Assignment to a suitable collection.
  - 4. Servicing available high-rise apartment houses.
  - 5. Re-write worn rack cards in need of replacement.
  - 6. Any carrier work physically or medically able to perform.
  - 7. Express mail delivery and collection.
  - 8. Any other work available in accordance with Article 13 of the National Agreement.

**ITEM 18. IDENTIFICATION OF SECTIONS**

- a. Carrier section is comprised of all carrier operations.

**ITEM 19. EMPLOYEE PARKING**

- a. A parking space if available will be provided in the Post Office yard for the Branch President.

**ITEM 20. UNION ACTIVITIES ANNUAL LEAVE**

- a. 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 AND 22. ARTICLE 41 REASSIGNMENT, SENIORITY AND POSTING**

- 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. Copies of this notice shall be given to the local union representative.
- c. 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.
- d. Letter carrier assignments shall be posted for bid purposes when there is a change in starting time of more than one hour in, at the option of the incumbent letter carrier.
- e. 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.

- f. A full-time carrier called into work on a non-scheduled day must be given their full-time duty assignment even though the assignment is usually worked by a T-6 or reserve letter carrier. The displaced T-6 shall have the choice of available routes on their string. Second, they shall have the choice of any other open routes. Routes with CCA hold downs are not to be considered available or vacant.
- g. Special provisions Article 41 Section 3.O shall be made part of this agreement. 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 or 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 assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this article.

**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.

**ITEM 24. LABOR MANAGEMENT MEETING**

- a. There will be Labor-Management meetings upon request by either party at the Salem installation between the Postmaster or their designee and the President of the Branch or Chief Steward.
- b. All Labor-Management meetings shall have an agenda provided 24 hours before the meeting.

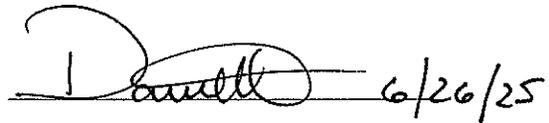
**ITEM 25. OVERTIME DESIRED LIST SIGN UP**

- a. Newly converted carriers and regular carriers who transfer to Salem mid-quarter shall be permitted to join the Overtime Desired List (ODL) or the Work Assignment List.
- b. These carriers are only required to be made equitable from the date they are added to the ODL through the end of the quarter.



Valter Almeida

Postmaster, Salem MA



Daniel P. Wheeler

President, Branch 25 NALC