

**LOCAL MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**BRANCH 25, NATIONAL ASSOCIATION OF LETTER CARRIER, AFL-CIO**

**AND**

**UNITED STATES POSTAL SERVICE  
SOUTH HAMILTON, MA**

**2023-2026**

### Item 1

Each letter carrier will be granted reasonable wash-up time after casing their route and prior to delivering on the street and after returning to the office from the street. Each carrier working as a router shall also be granted reasonable wash-up time.

### Item 2

All letter carriers (full-time) in the South Hamilton Post Office shall be on rotating days off.

### 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. This will allow the Union to provide any input that may have a bearing on the decision to curtail or terminate Postal Operations.

### Item 4

Management or the Union will remind all carriers by January 1" of each year of the beginning and ending dates of the period for making selections during the prime-time vacation period.

Method for making choice selections.

Beginning February 1<sup>st</sup>, the leave calendar will be given to the senior carrier. Upon receipt of the prime-time calendar, each carrier will have 3 days to return to management the calendar and a completed 3971. The leave calendar will be passed among the carriers on a seniority basis. During this initial choice period, each carrier will be able to select 0, 1, 2, or 3 weeks of prime-time vacation as long as their weeks run consecutively. Following full-time regulars leave choices, CCA's will then choose leave by relative standing. Beginning April 1", this procedure will be repeated for any employees who have not already selected 3 weeks on the first go around.

Carriers who become ill while on annual leave during the prime-time period and submit acceptable medical documentation shall be allowed to have another selection during the prime-time period if such a time is available.

In the event someone wishes to cancel part of their prime-time vacation, the entire week must be cancelled. There is no exchanging of annual leave.

Annual leave will not be permitted if a letter carrier has insufficient leave, pending postmaster's approval.

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 does not conflict with leave percentages at the South Hamilton Post Office. The service will exert reasonable effort not to disrupt vacation plans for carriers affected by such changes in location.

Carriers working their NS day while on AL should only be at carrier's request.

Military leave will not count as part of carriers' selections for the prime-time period, nor will it count against the branch's quota for the prime-time period.

Management will post the leave chart as selections are made.

Item 5

The prime-time period shall begin the first full week containing Memorial Day and run through the first full week in October. The weeks of Memorial Day and July 4 will allow 3 carriers off.

Item 6

The leave week during prime time shall begin with Sundays and end on Saturdays. If a ptf is scheduled to work on Sunday then vacation will start on Monday.

Item 7

Letter carriers at their option may request one or two selections during the prime-time period in either units of five, ten, or fifteen days. This is up to the amount allowed (10 or 15 days total) based on annual leave earned per year.

Item 8

Jury Duty will not be considered as part of the quota of carriers off during their prime-time period. A carrier attending a national or state convention during the prime-time vacation period will not be counted in the number of carriers scheduled off during that period.

Item 9

There shall be two carriers allowed off each week during the prime-time vacation period except as noted under item 5.

Item 10

Each carrier will submit, following the final selection of their choice for prime-time vacation period, PS Form 3971 in duplicate, filling in all applicable items. A copy signed by the supervisor will be returned to each carrier within three (3) working days.

Item 11

No later than November 1<sup>st</sup> of each year, Management or the Union will notify all carriers of the beginning date of the new leave year. The general orders with this information will be read to all employees at the South Hamilton Post Office.

Item 12

Except for the month of December, non-prime time can be requested for periods of one week or longer up to six months in advance. Such weeks must be requested with a beginning date on a Sunday.

For periods of less than one week, and for weeks in the month of December requests can only be submitted within one month of the first full day requested.

Leave slip requests will generally be answered within 3 working days. The carrier can inquire to the status of the leave request if not answered.

Multiple leave slips requesting the same day or days off to be granted on a seniority basis.

Non-prime time to be granted to the maximum extent possible.

The definition of a month ahead or six months ahead is as follows.

If May 10 is the date requested to be off for a single day, then the request would be submitted no earlier than April 10. If the week of November 10 was requested to be off then the request would be submitted no earlier than April 10.

Item 13

Management will select carriers to work on Holidays in the following order.

1. CCA's
2. Part—time flexibles

3. Full-time regulars who volunteer to work on their non-scheduled holiday by seniority
4. Full-time regulars who volunteer to work on their non-scheduled holiday or day designated as a holiday by seniority.
5. Full time regulars who did not volunteer on what would otherwise is their non-scheduled day by inverse seniority.
6. All other non-volunteer full time regulars by inverse seniority.

If after posting period, a need arises for additional replacement employees, employees shall be selected according to the procedure above.

#### Item 14

Overtime desired list will be by craft

#### Items 15, 16, 17

- A. There shall be established by the employer no positions consisting of 18) hours, which shall be designated as light duty assignments for letter carriers. The postmaster shall make every effort to employ letter carriers in their own station or branch for light duty assignments. This will be on a case by case basis. There are no hourly guarantees with light duty.
- B. A light duty assignment is any assignment with the physical capability of an employee is temporarily or permanently incapable of performing his or her duties as a result of illness or injury. Light duty requests must follow the national contract.
- C. It is agreed that light duty assignments within the stations and branches for letter carriers may include but not limited to:
  1. Assisting routes by setting up mail
  2. Helping the markup clerk on forwardable mail if APWU agrees
  3. Relabeling carrier cases
  4. Rewriting carrier route books
  5. Coverage of suitable collection routes
  6. Labeling inside apartment boxes
  7. Training new employees, when, in fact training is done at the station level by a craft employee
  8. Edit books, parcels, any and all work within medical limits

#### Item 18

A section shall be defined as a delivery unit throughout the South Hamilton Post Office

#### Item 19

The private uses of parking spaces available to letter carriers will be permitted on a first come, first serve basis, with the exception of a designated parking space for the senior letter carrier.

#### Item 20

Annual leave to attend union activities requested prior to the determination of the prime-time vacation schedule will not be part of the total choice vacation period.

The term choice vacation period and prime time vacation period are considered to be the same in all references within this agreement.

#### Items 21 & 22

- A. Notice inviting bids shall be posted on an installation wide basis.
- B. Notice inviting bids for letter carrier craft assignments and for other assignments to which a letter carrier is entitled to bid shall be posted on the official bulletin board for 7 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 a notice inviting bids shall be mailed to the employee.

C. Letter carriers shall make their bids in writing to the manager in charge by 5PM on the final day. When more than one assignment is posted, letter carriers shall have the right to bid for all assignments stating their preference:

1" choice ---2<sup>d</sup> choice---3" choice.

A steward or other union representative shall be present when the bids are opened.

D. Letter carrier assignments shall be posted when there is a change of more than one hour.

E. Posting and bidding craft assignments of five days or more.

1. Management shall post all temporary vacant full-time craft duties of anticipated duration of five days or more.

2. Full time reserve and unassigned regular and part time flexible letter carriers may indicate their preference for such assignments up to closing time of scheduling for such duties. All such assignments will be reported weekly. Successful bidders will be notified the day after scheduling.

F. A carrier who has successfully bid on a vacant assignment will be granted a 5-day trial period before accepting the position. Should the senior bidder not accept the bid assignment after the 5-day trial period then that person second in seniority, who bid the assignment will get it automatically with no trial period.

G. When a letter carrier route or full time duty assignment other than the letter carrier route(s) or full time duty assignments 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 assignments was abolished shall be posted for bid in accordance with the posting procedures in this article.

H. A full-time carrier, on the overtime list, called in to 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 t-6 (utility carrier) may be assigned. Otherwise the carrier working on a non-scheduled day will be assigned where needed.

#### Item 23

The branch president will designate one union member from the office to attend all union activities such time spent by the member will not be counted against leave allotments. Management shall be given 48 hours' notice of such activity.

#### Item 24 Safety and Health

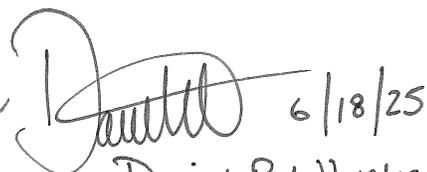
Management will be responsible for establishing a safety and health committee. The committee shall include the Chief Steward or designee. Safety meetings shall be held on official time once a quarter.

This memorandum of understanding is entered into between the representatives of the United States Postal Service and The National Association of Letter Carriers, pursuant to the Local Implementation Provisions, Article 30 of the 2023-2024 National Agreement.



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6/18/25



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