

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

BRANCH NO. 25 NATIONAL ASSOCIATION OF
LETTER CARRIERS, AFL-CIO

AND

UNITED STATES POSTAL SERVICE
POST OFFICE
TOPSFIELD, MASSACHUSETTS

2023-2026

ITEM 1

When an employee performs dirty work or work with toxic materials the employee will be allowed reasonable wash-up time.

ITEM 2

All carrier routes in the Topsfield Post Office shall be on a rotating day off schedule.

ITEM 3

The decision of curtailment or termination of Postal operations to conform to the orders of local authorities or as local conditions warrant because of emergency conditions shall be made by the installation head or supervisor in charge. When management curtails postal operation, they will notify the president of branch 25 by telephone or email as soon as practicable.

ITEM 4

- A. Management shall notify all carriers by November 1st of the beginning and ending dates of the period for making choice annual leave selections.
- B. Method for making choice annual leave selections:
 - 1. By seniority each carrier in turn will indicate his/her selection for choice annual leave on the list posted on the bulletin board.
- C. Carriers who become ill while on their choice annual leave week shall be allowed to have another selection only if another week is available.
- D. All cancellations shall be re-posted as soon as management is notified of the cancellation. Should unusual circumstances arise which make this not feasible, management will consult with the union.
- E. No carrier will be called in to work while on annual leave. Should unusual circumstances arise which make it not feasible management will consult with the union representative or designee to determine whether to do this or not.
- F. Military leave will not count as part of a carrier's selections for choice annual leave.
- G. Management will post the leave chart as it is being completed.

ITEM 5

The choice annual leave period shall begin with the first full week in May and end with the last full week of October.

ITEM 6

Carriers will start their choice annual leave on a Monday and return to work on the Monday following their choice annual leave, unless that day is a holiday or a non-scheduled workday, in which case they will return to work on their next scheduled workday.

ITEM 7

Letter carriers, at their option may request one (1) or two (2) selections during the choice vacation period in units of either five (5) or ten (10) or fifteen (15) days; the total not to exceed ten (10) or fifteen (15) days on their first choice, in accordance with leave earned annually.

ITEM 8

- A. Jury duty will not be considered as part of the quota of carriers off during the choice vacation period.
- B. Annual leave requests to attend National, State Conventions during the choice vacation period will be handled according to Article 24 Section 2-abc of the National Agreement.

ITEM 9

There shall be no more than one (1) carrier allowed off each week during the choice vacation period.

ITEM 10

- A. Each carrier will be given three (3) working days to make his /her selections by signing the list on the bulletin board.
- B. After all regular letter carriers have selected their vacation weeks CCA's will be allowed to select from the remaining prime time open weeks.

- C. Form 3971 must be submitted seven (7) days prior to the beginning of leave.

ITEM 11

No later than November 1" management will notify all carriers by publicizing on the bulletin board and or other appropriate means, the beginning date of the new leave year.

ITEM 12

- A. In the Topsfield Post Office the non-choice vacation period will consist of all weeks for January through April. For all non-choice vacation periods there shall be up to one (1) letter carrier allowed off each week during the non-choice vacation period.
- B Carriers requesting non-choice and or incidental annual leave of 3 or less days may be submitted up to 60 days in advance. An exception to this would be selections of weeks for non-choice can be submitted up to 6 months in advance.
- C. Leave in advance and daily leave shall be granted on a first-come, first served-basis.

ITEM 13

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

1. CCA's, and PTF's
2. Full-time regulars who volunteer to work on their holiday or day designated as a 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.

If, after the posting period, a need develops for additional or replacement employees, employees shall be selected according to the same order as above.

ITEM 14

Overtime desired list will be by craft.

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 station; for letter carriers, may include but not limited to:
 - 1. Assisting routes by setting up mail.
 - 2. Labeling carrier cases.
 - 3. Rewriting carrier route books.
 - 4. Coverage of suitable collection routes.
 - 5. Labeling inside of apartment or NDCBU boxes.
 - 6. 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 Topsfield Post Office.

ITEM 19

Parking spaces in excess of USPS needs will be available on a first come first served-basis.

ITEM 20

Annual leave to attend Union activities requested prior to the determination of choice vacation schedule will not be part of the total choice vacation period. Should unusual circumstances arise making this not feasible management will consult with the union representative or designee to make a determination of whether to do this or not.

ITEM 21 and 22

- A. Notice inviting bids shall be posted on an installation basis.
- B. 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 seven (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 any notice inviting bids shall be mailed to the employee.
- C. Letter carriers shall make their bids in writing to the manager in charge by the close of business 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 1st choice ____; 2nd choice ____ and 3rd 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 (1) hour (At the carriers wish)
- E. Posting and bidding craft assignments of live (5) days or more.
 - 1. Management shall post all temporarily vacant full-time craft duty assignment of anticipated duration of five (5) days or more.
 - 2. Full-time reserve unassigned regular, part-time flexible letter carriers and CCA's may indicate their preference for such assignments until the Tuesday morning prior to the assignment commencing.
 - 3. The week prior to the assignment commencing the senior carrier having indicating 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 of full-time duty assignments other than the letter carrier routers) or full-time duty assignment(s) of the junior employee(s) is abolished at the delivery unit as a result of but not limited to, route adjustment, highway, housing projects, all routes and full-time duty assignments at the 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 mill-time duty assignment provided there is a vacant route on the string to which the utility carrier (it agrees) may be assigned. Otherwise the carrier working on a non-scheduled day will be assigned when where needed.
- H. There shall be a three (3) day trial period of all routes posted for bidding. (except multiple bidding office wide.)

