

**CLERK CRAFT
LOCAL MEMORANDUM OF UNDERSTANDING
JACKSONVILLE AR 72076-9998**

1. **Additional or longer wash-up periods.**

A reasonable amount of wash-up time will not be denied employees who perform dirty work.

2. **The establishment of regular work week of five days with either fixed or rotating days off.**

Posted job assignments will be posted with fixed days off. Unassigned regulars will have days off at management discretion.

3. **Guidelines for the curtailment or termination of postal operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions.**

The determination as to what constitutes sufficient emergency conditions as to require curtailment or termination of postal operations will be made by the installation head who will give due consideration to the safety and welfare of employees in making this determination.

4. **Formulation of local leave program.**

Section 1

- a. Fourteen (14) percent of the clerk force shall be granted annual leave during choice vacation period only. Any fraction .5 or over will constitute an additional employee off. A calendar marked "Choice Vacation Approved" will be placed on the bulletin board for first choice leave from January 3 through 13. Management will have 48 hours to enter this choice on the leave calendar. Management will have 6 days to approve or disapprove this choice or leave shall be deemed granted and scheduled.
- b. Seniority shall be the determining factor in granting annual leave during the choice vacation period, providing it has been submitted before the choice vacation period begins. After the choice vacation period begins, submittance of applications for annual leave shall be granted first come, first served. Annual leave applications for the choice vacation period will be solicited from January 2, through January 8th for the First Choice Period. Annual leave applications for the choice vacation period will be solicited from January 15th through January 22nd for the second choice period.
- c. All leave will be submitted on a PS 3971 in duplicate. Forms 3971 will be official notification of scheduled days.
- d. All stations will receive a copy of the approved scheduled leave calendar immediately after the first choice is over and again after the completion of the second choice.

Section 2

- a. 13 days annual leave per year shall be granted up to ten (10) days of continuous annual leave during the choice period. The number of days of annual leave, not to exceed ten (10), shall be at the option of the employee.
- b. 20 or 26 days annual leave per year shall be granted up to fifteen (15) days of continuous annual leave during the choice period. The number of days of annual leave, not to exceed fifteen (15) shall be at the option of the employee
- c. Emergency leave. Serious emergency leave to be granted on an individual basis and may pre-empt another employee's leave, except his first choice period.

5. **The duration of the choice vacation period.**

Choice vacation period will be from February 1 through November 30.

6. **The determination of the beginning day of an employee's vacation period.**

The vacation period shall start on the first day of the Employee's basic work week.

7. **Whether employees at their option may request two selections during the choice vacation period in units of either 5 or 10 days.**

Covered in Item #4

8. **Whether jury duty and attendance at National or State Conventions shall be charged to choice vacation periods.**

During choice vacation period, management will grant one (1) additional employee annual leave to attend National, Regional, or State conventions. If two (2) employees desire to attend, every effort will be made to grant the second employee's request, even if overtime payment is required.

9. **Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.**

Covered in Item #4

10. **The issuance of official notices to each employee of the vacation schedule approved for such employee.**

Covered in Item #4

11. **Determination of the date and means of notifying employees of the beginning of the new leave year.**

The employer shall, no later than November 1st, publicize on bulletin boards and by other appropriate means, the beginning date of the new leave year, which shall begin with the first day of the first full pay period of the calendar year.

12. **The procedures for submission of applications for annual leave during other than the choice vacation period.**

- a. Annual leave other than that scheduled during the choice vacation period (incidental leave) will be granted on a first-come first-served basis (seniority will be the tie breaker) up to 14%. The 14% will include all annual leave, military leave, convention and sick leave. For purposes of this item only, incidental annual leave for the month of December will be granted on a first-come , first-served basis

(seniority will be the tie breaker) up to 8%. The 8% will include all annual leave, military leave, convention and sick leave.

- a.1 Application for incidental leave will not be submitted more than 60 days prior to leave date requested. Forms 3971 will be submitted in duplicate and will be returned within 48 hours.
- b. The above will not prohibit management from letting more than 14% off at any one time. Leave requests which exceed the 14% will be the only reason for denying annual leave request.

13. The method of selecting employees to work on a holiday.

- a. If additional employees are necessary to work on a holiday after utilizing provisions of Article XI, Section 6, the method of selection outlined below will be followed.
 - 1 All part-time flexible, transitional, and casual employees, even if overtime is necessary.
 - 2 Qualified full-time regular employees whose designated holiday is involved and have volunteered to work on the holiday, by seniority.
 - 3 Qualified non-scheduled full-time regular employees who have volunteered to work on the holiday, by seniority.
 - 4 Qualified full-time regulars employees who have not volunteered to work the holiday, by juniority.
- b. Qualified employees are those having the skills needed.

14. Whether “Overtime Desired” list in Article 8 shall be by section and/or tour.

Overtime desired lists will be posted by crafts office wide on the official bulletin board.

15. The number of light duty assignments within each craft of occupational group to be reserved for temporary or permanent light duty assignment.

All light duty assignments will be determined by management.

16. The method to be used in reserving light duty assignments so that no regularly assigned member of the regular work force will be adversely affected.

Any full-time regular will have priority over part-time employees in assignment of light duty. (Seniority will not be recognized when crossing crafts).

17. The identification of assignments that are to be considered light duty within each craft represented in the office.

Those employees on light duty shall work their normal bid assignments minus the duties which exceed their physical limitations. All light duty assignments will be determined by management.

18. The identification of assignments comprising a section, when it is proposed to reassign within an installation employees excess to the needs of a section.

For the purpose of defining a section, this entire installation is one section.

19. The assignment of employee parking spaces.

The installation head will designate the parking places available for employee parking. Parking in these spaces will be on a first-come, first-serve basis.

20. **The determination as to whether annual leave to attend Union activities requested prior to determination of the choice vacation schedule is to be part of the total choice vacation plan.**

Covered in Item 4 and Item 8

21. **Those other items which are subject to local negotiations as provided in the craft provisions of this Agreement.**

Labor-Management meetings will be held at the request of APWU, or Management in a timely manner. Meetings will be with one (1) member of the craft. Meetings should not take more than one hour to discuss agenda items; however, if the item or items require additional time, the time will be allotted. Agenda items shall be presented twenty-four (24) hours or one (1) day in advance. Minutes of the meeting shall be kept and signed by both parties for verification.

22. **Local implementation of this Agreement relating to seniority, reassignments and posting.**

- a Change in duties, principle assignment areas, schemes.
 - 1. 50% in duties (means actual duties performed).
 - 2. If change requires reporting to a different physical location; i.e., station, branch, facility, annex, etc.
 - 3. Deletion or addition of one (1) scheme.
- b Length of posting. Shall be 5 days; successful bidder will be placed in the job within 15 days of the closing date of the bid, except in the month of December.
- c Union member present when bids are opened. One union representative will be permitted to attend the opening of bids.