

**AMERICAN POSTAL WORKERS UNION  
CENTRAL ARKANSAS AREA LOCAL  
P O BOX 15684  
LITTLE ROCK AR 72231-5731**

**LOCAL MEMORANDUM**

**OF**

**UNDERSTANDING**

**BETWEEN**

**U. S. POSTAL SERVICE  
NORTH LITTLE ROCK, ARKANSAS**

**AND**

**APWU/CAAL  
1998-2000**

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18. When it is purposed to reassign within the installation, employees determined to be excess to the needs of a section, the entire installation shall be treated as one section.
19. Employee's private cars shall be allowed to use present parking facilities on a first come basis, excluding spaces designated for official use.
20. Leave for attendance at union activities will be requested as soon as possible. Two employees will be allowed to attend state or national activities. attendance at local meetings affects tour 3 only. At least one (1) on this tour will be allowed to attend on a Rotating Basis. Union activities scheduled prior to the determination of the Choice vacation plan will not affect the percentage allowed off during choice scheduling. Scheduled union absences will affect the number allowed off for incidental leave.
21. Duty assignment shall be reposted and opened for bid any time there is a change in the following:
  - A. Adding or deleting a scheme examination
  - B. Adding a stamp credit, or relieving a stamp credit, of \$51.00 or more
  - C. If an employee's main work station is changed
  - D. If the starting time of a job is changed more than one hour, or is changed an additional time so as to put the new starting time more than (1) hour from the original posted bid time to begin tour
  - E. If Non-scheduled days changed.
22. Length of posting: The length of posting will be for seven (7) calendar days.

The successful bidder must be placed in his new job within twenty-one (21) days or sooner, except during December.

Union representatives will be present when bids are opened.

The union shall be notified if a bid is being rejected because the bidder has been successful bidder five (5) times during this contract.

#### PREVIOUS AGREEMENT

1. Window clerks shall not be required to wear jackets when abnormal temperatures make it uncomfortable.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
UNITED STATES POSTAL SERVICE  
NORTH LITTLE ROCK, AR.  
AND  
APWU/CAAL**

**“LOCAL IMPLEMENTATION”**

**ARTICLE 30**

**ITEM #**

1. Wash-up time will be granted for all personnel which will be determined by daily duties.
2. The union may require consultation on all new jobs and changes in old job schedules within (7) days of posting of a job position for the purpose of discussing rotating days off or fixed days off. If the consultation provides for day changes, the position will be reposted with the changes.
3. 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. Due consideration will be given for the safety and welfare of employees in making this determination. The union will be notified in writing of emergency involved.
4. Each employee will submit an application for choice vacation leave on PS Form 3971 WITH AN ORIGINAL AND TWO (2) COPIES, indicating each choice. THREE (3) Choices will be listed as 1<sup>st</sup> Choice, and 2<sup>nd</sup> Choice, and 3<sup>rd</sup> Choice. Applications will be submitted to the manager as indicated below during the period of January 15 through January 31 each year. Leave will be determined using the seniority system for approval.

Application for employees assigned to Main Office, Main Street Station, Rose City and Maumelle are to be submitted to:

Manager, Customer Services at the Main Office for the Main Street Station, Maumelle and Rose City Station.

Application for employees assigned to Sherwood and Park Hill are to be submitted to:

Manager, Customer Services at the Sherwood Branch and Park Hill Station

5. Duration of the Choice Vacation Period will be March 1 through the last day of February, excluding the month of December.

6. Employee's Vacation Period shall start on the dates requested on 3971.

7. Choice Vacation Scheduling

(A) No employee will be granted more than one leave selection during the Choice Vacation Period, except under emergency circumstances until all employees have had an opportunity to make a selection. After each employee has had an opportunity to make a first selection, a second selection may be made on PS Form 3971, in triplicate, submitted between February 16 through February 20 each year. Leave will be granted using the seniority system for approval. After each employee has had an opportunity to make a first and second selection, but not prior to 4:00 P.M. February 25<sup>th</sup>, other selections for Incidental Leave during the Choice Period will be on a first-come, first-serve basis.

Incidental Leave Scheduling

(B) Selections for incidental leave during the year (excluding the month of December) will be accepted by a supervisor no earlier than 4:00 P.M. February 25<sup>th</sup> of each New Year of this agreement. Requests must be made on PS Form 3971 in triplicate, and must be submitted to a supervisor or designee. For scheduling purposes, an application should be submitted not later than 4:00 P.M. Tuesday, for the requested leave during the succeeding work week. Management will not be obligated to grant leave to employees failing to submit requests by the deadline, even though the maximum number have not been granted leave. All copies of PS Form 3971 must be signed by the supervisor or designee, dated, and time of receipt shown. The triplicate copy will be immediately returned to the employees, and the original and duplicate copies forwarded to the scheduling supervisor. The time of submission will be the determining factor in approving the application. Ties will be broken by seniority. Applications for leave submitted by 4:00 p.m. Tuesday must be acted upon by the scheduling supervisors and the duplicate copy returned to the requesting employee not later than 4:00 p.m. Friday. Failure of management to comply with this provision will result in automatic approval of the requested leave.

8. Personnel selected for Jury Duty during his/her vacation period will be eligible for another available period during choice time.

9. At least fourteen (14%) percent of the employees or no less than three (3) employees in the Main Office Group submitting applications to the Manager, Customer Services at the Main Office and no less than two (2) employees in the Sherwood/Park Hill Group submitting applications to the Manager, Customer Services at the Sherwood Branch and Park Hill Station will be allowed off during choice vacation. Fractions to be rounded off to the nearest whole number.
  - 9 (a). The following will not affect the percentage to be allowed off during choice scheduling.
    1. Any sick leave
    2. Any management absence
    3. Any union activity
    4. Any jury duty
    5. Any absence resulting from an on the job injury/illness
    6. Any military leave
    7. Management will grant additional leave as conditions permit
  - 9 (b). The following will be included in the fourteen (14%) percent allowed off scheduling incidental leave.
    1. Scheduled sick leave
    2. Scheduled absences for union activity
    3. Jury duty
    4. Absences resulting from on the job injury/illness
    5. Military leave
10. The Duplicate PS Form 3971 for first choice vacation must be returned to employee no later than February 15<sup>th</sup> each year, indicating approval of one of the three requested periods. The duplicate PS form 3971 for the second choice vacation must be returned to the employee no later than February 25 of the calendar year.
11. The employer shall, no later than November 1, publicize on bulletin boards and by other appropriate means the beginning date of the new year, which shall begin on the first day of the first full pay period of the calendar year.

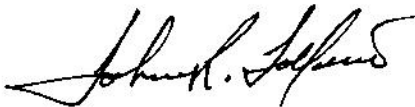
12. Leave for other than choice vacation which is the month of December shall be granted when possible, as the needs of the service permits. Employee skills, service demands and other operational considerations are part of the needs of the service. The earliest submission will be the determining factor among employees with equal skills. Requests for annual leave during this period must be submitted in triplicate on PS Form 3971 to a supervisor or designee no earlier than Saturday and not later than 4:00 P.M. on Tuesday for leave during the succeeding work week. PS Forms 3971 submitted outside the above times (Saturday through 4:00 p.m. Tuesday) WILL BE DENIED, and a timely resubmission of a new set of PS Forms 3971 will be necessary. All copies of PS Form 3971 must be signed by the accepting supervisor or designee, dated, and time of receipt shown. The triplicate copy of timely submitted PS Forms 3971 will immediately be returned to the requesting employee. The original and duplicate copies of approved PS Form 3971 will be forwarded to the scheduling supervisor. Ties will be broken by seniority. Application for leave submitted by 4:00 p.m. Tuesday must be acted upon by the scheduling supervisor not later than 4:00 p.m. Friday. It is the responsibility of both the employee to inquire and the supervisor to notify employees of the status of all requests. Inability to notify the employee by 4:00 p.m. Friday does not provide for automatic approval.
13. Personnel working holidays will be on a voluntary basis by seniority. When voluntary personnel are not available, selection will be by juniority.
14. Overtime desired list will be made by craft from each station.
- 15, 16 and 17. References to this section are derived from Article 13 of the N.A.  
The union will be notified when an employee has been classified for a position of Light Duty. At this time, management will consult with union officials to determine the hours and job position based on individual handicap or illness. Also, an inquiry will be made to determine whether it is permanent or temporary at this time. When a job becomes vacant, commensurate with the individual's handicap, he/she will be required to bid the job, and if he/she is senior bidder, the job will be awarded him/her. Light duty assignments will be taken from preferred hours of Part-time Flexible employees, so as not to adversely affect regular employees. Light duty jobs will be established depending upon the needs or requirements of the office work force. These jobs will consist of duties commensurate with the individual's handicap or illness, whether it be of a temporary or permanent nature. All APWU craft employee shall have preference in filling light duty jobs in APWU craft. Nothing in the above has reference to the responsibility of the USPS toward employee claims with the Office of Workers Compensation (OWCP).

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APWU/CAAL

This agreement will remain in force until November 20, 2000, or until a new national agreement and a new local agreement are negotiated.

U S POST OFFICE  
N LITTLE ROCK, AR 72114-9998  
MARCH 11, 1999

AMERICAN POSTAL WORKERS UNION, CAAL  
LITTLE ROCK, AR 72231-9998  
MARCH 11, 1999



JOHN R. TOLLIVER  
POSTMASTER



BRIAN DUNCAN  
APWU/CAAL