

Memorandum of Understanding

Between

The United States Postal Service

Western Springs, Illinois 60558

And

John Grace Branch No. 825

National Association of Letter Carriers

AFL-CIO

PREAMBLE

This Memorandum of Understanding, made and entered into at **Western Springs**, Illinois by and between authorized representatives of the United States Postal Service and John Grace Branch No. 825 of the National Association of Letter Carriers, AFL-CIO, pursuant to the provisions of Article 30 of the 2019 National Agreement, constitutes the entire agreement of local implementation of the terms of the 2019-2023 National Agreement.

ARTICLE 1

RECOGNITION

This Memorandum of Understanding covers all employees of the Western Springs Post Office for which the National Association of Letter Carriers, AFL-CIO has been recognized as the exclusive bargaining representative at the national level with respect to wages, hours, and other terms and conditions of employment unless otherwise superseded by the terms of the National Agreement of 2019.

ARTICLE 2

WASH-UP TIME

The parties mutually agree that employees will be granted such time as is reasonably necessary for washing-up after performing dirty work.

ARTICLE 3

NON-SCHEDULED DAYS

All full-time regular letter carriers at the Western Springs installation will have rotating days off.

ARTICLE 4

CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS

The Employer will be responsible for disseminating information concerning the termination or curtailment of postal operations due to emergency conditions. Employees on duty will be informed by their supervisor.

ARTICLE 5

HOLIDAY SCHEDULING

The scheduling of employees on a Holiday or day designated as their Holiday will be in the following order of priority:

- 1) Part-time flexible letter carriers to the maximum extent possible.
- 2) All full-time regular letter carriers who have volunteered to work on the Holiday or day designated as their Holiday by seniority.
- 3) City carrier assistants to the maximum extent possible.
- 4) All full-time regular letter carriers on their non-scheduled day in the following order of priority:
 - a) those employees who have signed the 12/10-hour Overtime Desired List;
 - b) those volunteers who have signed the Work Assignment Overtime Desired List by seniority;
 - c) those volunteers who have not signed onto any Overtime Desired List by seniority.
- 5) All full-time regular employees who have not volunteered to work on the Holiday or day designated as their Holiday, by inverse seniority.

ARTICLE 6
OVERTIME DESIRED LIST

Section 1.

The Overtime Desired List for letter carriers will be administered on an installation-wide basis.

Section 2.

When a full-time regular letter carrier on a regular route is called in to work their non-scheduled day, they will work their own route provided the route is not on the street.

Section 3.

As an exception to Article 6 Section 2 above, part-time flexible letter carriers working on a 'hold down' assignment who are called in to work on their non-scheduled day will not have the option of displacing a full-time regular utility letter carrier from their assignment.

ARTICLE 7
REASSIGNMENT

For the purpose of reassignment, the entire installation, by craft, will be considered as a section.

ARTICLE 8
PARKING

If and when parking spaces become available excess to the needs of the Postal Service, they will be assigned on a seniority basis.

ARTICLE 9
ANNUAL LEAVE

Section 1. Initial Selection Process

A. Definitions

1. The leave year will begin on the first day of the first full pay period in January of each year and end on the last day of the last full pay period of the year. The vacation calendar will reflect the leave year
 2. The vacation week will begin on Monday and extend through Sunday.
 3. The choice vacation period, as defined in this Memorandum of Understanding, will begin with the first full week of May and continue through the last full week of October.
 4. Any portion of the leave year which falls outside the choice vacation period as defined above will be considered non-choice vacation time.
- B. The Employer will post, no later than October 15th each year, the vacation calendar and a notice indicating the dates on which employees are scheduled to bid.
- C. Bidding will commence on Monday of the second full week of November.
- D. During the choice vacation period the Employer will allow 14% of all letter carrier craft employees off each week, the exception being the last two (2) full weeks in June and the last two (2) full weeks in July in which one (1) additional employee, beyond the 14%, will be allowed off. During the non-choice periods the employer will allow 7% of all letter carrier craft employees off each week. All decimals resulting from such computation will be truncated. ***Approval of leave for CCAs under the foregoing provisions is contingent on their having a sufficient leave balance when the leave is taken.***
- E. By seniority, one (1) employee per day will bid until the initial selection process has been completed.

(Article 9, Section 1, continued)

- F. Vacation selections will be entered on PS Form 3971 and submitted to the Employer in duplicate--one signed copy indicating approval or disapproval being returned to employees prior to clocking out on their designated bid day.
1. Employees who are off due to scheduled absence on their designated bid day will submit their bids to the Employer in advance.
 2. Employees who are off due to unscheduled absence on their designated bid day may advise the Employer their vacation selections by telephone or by proxy on their designated bid day.
 3. Employees who fail to bid on the day so designated by the Employer will be placed at the bottom of the seniority list for the purpose of vacation bidding during the initial selection process.
- G. Employees, at their option, will be granted up to two (2) selections during the choice vacation period in units of one (1) week or two (2) weeks, the total not to exceed fifteen (15) days pursuant to the provisions of Article 10 of the National Agreement.
1. Employees who earn 13 days of annual leave per year will be granted up to ten (10) days of continuous annual leave during the choice period.
 2. Employees who earn 20 or 26 days of annual leave per year will be granted up to fifteen (15) days of continuous annual leave during the choice period.
 - a. Jury duty, sick leave, military leave, or leave relative to Union business will not be considered among any employee's choice period vacation selections.
 - b. Jury duty, sick leave, and military leave will not constitute any part of the station's weekly quota for leave.
 - c. Leave relative to Union business will constitute a part of the station's weekly quota for leave.
- H. During the initial selection process, requests for choice period and non-choice period annual leave will not exceed a combined total of four (4) weeks the exception being that employees who earn five (5) weeks of annual leave per year may request a combined total of five (5) weeks choice and non-choice period annual leave. (no more than three weeks in choice)

(Article 9, Section 1. continued)

- I. The awarding of choice period and non-choice period annual leave during the initial selection process will be determined by seniority.
- J. Prior to the end of each day of bidding during the initial selection process, the Employer will enter the names of those employees for whom annual leave has been approved in the appropriate grids on the vacation calendar.

Section 2. Open Periods

- A. Any vacation week, whether choice or non-choice period, in which fewer than the week quota of employees (pursuant to Article 9.1.D of this Memorandum of Understanding) have successfully bid during the initial selection process is hereby defined as an open period. After the initial selection process has been completed, open periods are available to employees for additional selections of annual leave.
- B. Requests for open period annual leave will be entered on PS Form 3971 and submitted in duplicate no later than fourteen (14) days prior to the initial day of the vacation period requested. A signed copy of PS Form 3971 indicating either approval or disapproval of leave will be returned to the employee no later than forty-eight (48) hours after submission of the request.
- C. Requests for open period leave will be granted on the basis of earliest submission of PS Form 3971. However, when more than one bid for the same open period is submitted on the same date, seniority will prevail as the factor which determines the successful bidder.
Approval of leave for CCAs under the foregoing provisions is contingent on their having a sufficient balance of leave when the leave is taken.
- D. In cases where earliest submission of PS Form 3971 cannot be definitively determined, seniority will prevail as the determining factor in awarding open period leave.

(Article 9 continued)

Section 4. Leave Relative to Union Business

A. Convention Leave

1. Convention leave is hereby defined as leave authorized to Union members for the purpose of attending the State and National Conventions of the National Association of Letter Carriers.
2. The Union will advise the Employer no later than Saturday of the third full week of November as to the dates on which the State and National Conventions are to be held and the number of delegates planning to attend so that leave in the choice vacation period may be reserved for those employees and so indicated on the vacation calendar.
3. Although approved Convention leave will not be considered among any employee's choice period vacation selections, such leave will be considered as part of the station's weekly quota for leave.
4. When it is determined that a vacation week which has been reserved for an employee for the purpose of attending the State or National Convention is not to be used in that regard, such leave will be cancelled in accordance with Article 9.5 of this Memorandum of Understanding and opened for bidding.

B. Organization Leave

1. Organization leave is hereby defined as leave authorized duly appointed representatives, stewards or other elected officers of the Union to attend training schools, seminars, or special meetings sponsored or endorsed by the National Association of Letter Carriers.
2. Requests for such leave will be submitted only after the initial bidding process has been completed.

(Article 9, Section 4. B continued)

3. The Branch Secretary will notify the Employer of the date(s) requested as far in advance as possible but no later than Monday of the week preceding that in which the function is scheduled.
4. Requests for Organization leave will be entered on PS Form 3971 and submitted to the Employer in duplicate on the earliest date possible. A signed copy of PS Form 3971 indicating either approval or disapproval will be returned to the employee immediately upon determination.
5. The Employer will make every reasonable effort to grant requests for Organization leave.

Section 5. Cancellation of Leave

- A. Annual leave may be canceled in full weeks only. An exception to this provision is cancellation of previously approved leave of less than forty (40) hours.
- B. An employee's intention to cancel annual leave must be entered on PS Form 3971 and submitted to the Employer in duplicate no later than seventeen (17) days prior to the beginning of the vacation period to be canceled.
- C. Except during open periods, the Employer will post all notices of canceled annual leave on the bulletin board no later than the start of business on the first full workday following receipt of PS Form 3971 canceling leave and update the vacation calendar accordingly to enable employees to bid on the open period. The notice for bidding will remain posted for three (3) days. Bidding will be in accordance with the method prescribed in Article 9.2.C,D above.
- D. Annual leave may be canceled on shorter notice than that prescribed in Article 9.5.B above only upon mutual agreement between representatives of the Employer and the Union. Such mutual agreement will be evidenced by the appearance of a Union steward's dated signature on PS Form 3971 cancelling leave.

(Article 9, continued)

Section 6. Miscellaneous Provisions

- A. Employees will neither be required nor permitted to work during their vacations.
- B. Trading of vacations will not be permitted.
- C. The vacation calendar will be accessible to all employees, but the Employer will be solely responsible for its maintenance.
- D. The Employer will make every effort to non-schedule employees on the Sunday prior to the start of their vacation.
- E. If annual leave is available for less than eight (8) hours, on any given day and no one has submitted form 3971 an announcement shall be made on the workroom floor by the floor Supervisor. If more than one carrier requests this leave the senior carrier shall be granted the annual leave request.

ARTICLE 10

ASSIGNMENT OF ILL OR INJURED EMPLOYEES

Section 1.

The installation head will make every effort to employ letter carriers in their own station for the purpose of assignment to light duty. To the extent possible, such duty will consist of work within the employee's own craft and regular duty assignment.

(Article 10, continued)

Section 2. Identification of Light Duty Assignments

A light duty assignment is any assignment within the physical capabilities of an employee who is temporarily or permanently incapable of performing his normal duties as a result of illness or injury. It is hereby agreed that light duty assignments may include but are not limited to the following:

- a) casing mail or otherwise preparing routes for delivery
- b) coverage of suitable collection routes
- c) special delivery and express mail service
- d) parcel post service
- e) updating route maps

Section 3.

When the above assignments prove inadequate to cover the assignments requested by employees, the installation head will meet with a representative of the Union to determine what other work may be designated as light duty. Duties within reason, which the Union and Employer identify, will be designated as light duty.

ARTICLE 11
POSTING

Section 1. Preferential Bidding

Full-time reserve, unassigned regular, part-time flexible letter carriers and city carrier assistants may exercise their preference by use of their seniority to bid on any temporarily vacant full-time duty assignment of anticipated duration of five (5) days or more.

- A. Letter carriers may indicate their preference for such assignments until the close of business on the Tuesday of the week immediately preceding the vacancy.
- B. On the Wednesday before the assignment commences, the senior letter carrier having indicated his or her preference will be notified that he or she has been awarded the assignment.
- C. In those circumstances where an assignment becomes available after the posting of the weekly schedule, the Employer will inquire as to the preference of employees and award the assignment to the senior employee who has indicated a preference.
- D. When submitted in duplicate, the Employer will provide employees with a signed copy of preferential bids.

Section 2.

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, 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 assignment(s) was abolished will be posted for bid in accordance with the posting procedures in Article 41 of the National Agreement.

(Article 11, continued)

Section 3.

A full-time letter carrier's route will be posted when the starting time has been changed by more than one (1) hour.

Section 4.

A tentative schedule will be posted for all part-time flexible letter carriers on the Wednesday prior to the start of the service week.

ARTICLE 12

SEPARABILITY AND DURATION

Section 1.

Should any part of this Memorandum of Understanding, or any provision herein be found to be inconsistent with the National Agreement or be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by a court of competent jurisdiction, such invalidation of such part or provisions of this Memorandum of Understanding will not invalidate the remaining portions, and they will remain in full force and effect.

(Article 12, continued)

Section 2.

This Memorandum will be in force until replaced by a new Memorandum negotiated pursuant to the provisions of the 2019 National Agreement.


This Memorandum of Understanding was entered into on the 17th day of May, 2021 between representatives of the United States Postal Service, Western Springs, Illinois and representatives of John Grace Branch No. 825 of the National Association of Letter Carriers, AFL-CIO, pursuant to the local implementation provisions of the 2019-2023 National Agreement.

For the United States Postal Service Western Springs Il:



Tevin Roby, OIC

For John Grace Branch No. 825, NALC:



Frank Sladek, Vice President