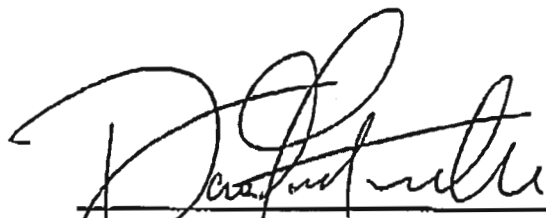


# MEMORANDUM OF UNDERSTANDING LOCAL CONTRACT FOR DEFIANCE POST OFFICE 43512

This memorandum of Understanding is entered on September 1, 2011 at the Defiance Post Office 43512 between the representatives of the USPS and the designated agents or agent of the American Postal Workers Union pursuant to the local implementation provisions of the 2011 National Agreement.

  
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Representing the USPS

Date: 9-1-11

Susan J. Hull Vice Pres. <sup>Negotiating</sup> Bargaining Unit

Date: 9-1-11

For the American Postal Workers Union

Susan E. Johnston Union Steward <sup>Negotiating</sup> Bargaining Unit  
9-1-2011

**MEMORANDUM OF UNDERSTANDING  
DEFIANCE POST OFFICE**

**ARTICLE I**

**SEC 1**

**ALL CLERKS WILL BE ALLOWED 5 MINUTES WASHUP TIME UNLESS THERE IS A NEED FOR ADDITIONAL WASHUP TIME DUE TO EXTREMELY DIRTY WORK OR TOXIC MATERIAL HANDLING. THIS EXTRA TIME WILL BE DECIDED BY THE IMMEDIATE SUPERVISOR.**

**ARTICLE II**

**SEC 1**

**THE DECISION FOR 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. WHEN THE DECISION HAS BEEN REACHED TO CURTAIL POSTAL OPERATIONS, TO THE EXTENT POSSIBLE MANAGEMENT WILL NOTIFY AND SEEK THE COOPERATION OF LOCAL RADIO AND TELEVISION STATIONS TO INFORM EMPLOYEES**

**ARTICLE III FORMULATION OF LOCAL LEAVE PROGRAM**

**SEC 1**

**THE INSTALLATION HEAD OR DESIGNEE SHALL MEET WITH THE LOCAL BRANCH PRESIDENT TO REVIEW LOCAL SERVICE NEEDS AS SOON AFTER JANUARY 1 AS PRACTICABLE. THE INSTALLATION HEAD WILL THEN DETERMINE A FINAL DATE FOR SUBMISSION OF APPLICATIONS FOR VACATION PERIODS, AS PROVIDED FOR IN ARTICLE 10 OF THE NATIONAL AGREEMENT. CHOICE VACATION WILL BE AWARDED AS PROVIDED FOR AS IN ARTICLE 10 SEC 3, D. 1,2,3 OF THE NATIONAL AGREEMENT AND THIS LMOU. CHOICE VACATION LEAVE IS TO BE GRANTED ON A SENIORITY BASIS AS FOLLOWS.**

**-CLERK CRAFT BY OFFICE SENIORITY**

**SEC 2 DURATION OF CHOICE VACATION PERIOD**  
THE CHOICE VACATION PERIOD SHALL BE FROM THE 3<sup>RD</sup> MONDAY OF MAY THROUGH THE SECOND FULL WEEK IN SEPTMEBER OF EACH YEAR.

**SEC 3**

THE FIRST DAY OF THE EM[PLOYEES CHOICE VACATION WILL START ON MONDAY AND END THE FOLLOWING SATURDAY OF EACH WEEK.

**SEC 4**

WHEN REQUESTED, 20% OF THE EMPLOYEES WILL BE GRANTED LEAVE IN ACCORDANCE WITH ITEM OF THIS MEMORANDUM. THE 20% WILL INCLUDE EXTENDED OWCP, EXTENDED LWOP, EXTENDED SICK LEAVE, MILITARY LEAVE, LEAVE TO ATTEND CONVENTIONS AND ANNUAL LEAVE. WHEN APPLYING THE 20% REQUIREMENT, ANY FRACTION OF 0.50 OR MORE WILL BE ROUNDED TO THE NEXT HIGHER NUMBER. ANY FRACTIION LESS THAN 0.50 WILL BE ROUNDED TO THE NEXT LOWER NUMBER.

**SEC 5**

MUTUAL TRADES WILL BE PERMITTED, PROVIDING THE TRADES ARE NOT IN VIOLATION OF THE NATIONAL AGREEMENT.

**SEC 6**

REQUESTS FOR CHOICE VACATION PERIODS WILL BE SUBMITTED USING DUPLICATE PS FORM 3971. IF APPROVED A COPY OF THE 3971 WILL BE RETURNED TO THE EMPLOYEE

**SEC 7**

IF AN EMPLOYEE CANCELS 1 OR MORE WEEKS OF ANNUAL LEAVE DURING THE CHOICE VACATION PERIOD: AND IF CANCELLED AT LEAST 7 DAYS PRIOR TO SUCH SCHEDULED LEAVE: A NOTICE OF SUCH CANCELLATION

AND THE WEEK (S) VACANT SHALL BE POSTED. THIS VACANCY SHALL BE FILLED BY SENIORITY BEGINNING WITH THE EMPLOYEE *JUNIOR* TO THE CANCELLING EMPLOYEE. IF NO JUNIOR EMPLOYEE SELECTS THIS PERIOD, THEN CRAFT SENIORITY SHALL PREVAIL.

#### SEC 8

APPLICATIONS FOR LEAVE OUTSIDE OF CHOICE PERIOD WILL BE APPROVED OR DISAPPROVED AND RETURNED TO THE EMPLOYEE WITHIN 3 DAYS. LEAVE. LEAVE OUTSIDE OF CHOICE VACATION PERIOD WILL BE ON A FIRST COME FIRST SERVED BASIS. AS LONG AS SIGNED AND DATED BY A SUPERVISOR OR POSTMASTER. ALL LEAVE REQUESTS WILL BE RESTRICTED TO 60 DAYS PRIOR TO THE DATE REQUESTED, UNLESS THERE IS A NEED TO CONFIRM A FLIGHT, CRUISE OR HOTEL RESERVATION. THE EMPLOYEE MAY BE ASKED TO SHOW EVIDENCE OF SUCH.

#### SEC 9

LEAVE GRANTED TO AN EMPLOYEE FOR EMERGENCY AND UNFORESEEN CASES WILL BE CONSIDERED ON AN INDIVIDUAL BASIS. CAREER EMPLOYEES WILL BE GIVEN PREFERENCE OVER NON CAREER EMPLOYEES WHEN SCHEDULING ANNUAL LEAVE.

#### SEC 10

ANNUAL LEAVE OUTSIDE OF CHOICE VACATION PERIOD MAY BE REQUESTED IN HOURS AND /OR DAYS.

#### ARTICLE IV – HOLIDAY SCHEDULING

THE FOLLOWING ORDER WILL BE USED FOR HOLIDAY SCHEDULING

1. ALL PSE AND PART-TIME FLEXIBLE EMPLOYEES TO THE FULLEST EXTEND POSSIBLE, EVEN IF OVERTIME IS REQUIRED
2. ALL FULLTIME EMPLOYEES WHO POSSESS THE NECESSARY SKILLS AND HAVE VOLUNTEERED TO WORK THE HOLIDAY OR DESIGNATED HOLIDAY

3. FULL TIME AND PART TIME REGULAR VOLUNTEER EMPLOYEES WHOSE SCHEDULED NON WORKDAY FALLS ON THE HOLIDAY AND POSSESS THE NECESSARY SKILLS, EVEN THOUGH PAYMENT OF OVERTIME IS REQUIRED, BY SENIORITY
4. FULL AND PART TIME REGULAR NON VOLUNTEER EMPLOYEES WHOSE SCHEDULED NON WORK DAY FALLS ON THE HOLIDAY AND POSSESS THE NECESSARY SKILLS, EVEN THOUGH THE PAYMENT OF OVERTIME IS REQUIRED BY JUNIORITY.
5. FULL TIME AND PART TIME REGULAR EMPLOYEES WHO HAVE NOT VOLUNTEERED TO WORK THEIR HOLIDAY, BY JUNIORITY

#### ARTICLE V - OVERTIME DESIRED LIST SEC 1

OVERTIME DESIRED LISTS SHALL BE POSTED BY THE TIME CLOCK TO BE SIGNED BY THOSE EMPLOYEES THAT WISH TO BE AVAILABLE FOR OVERTIME ASSIGNMENTS

#### ARTICLE VI - BREAKS

##### SEC 1

FOR THOSE EMPLOYEES WORKING A 8 HOUR TOUR, 1 TEN MINUTE SHALL BE TAKEN DURING THE FIRST 4 HOURS AND 1 TEN MINUTE BREAK DURING THE LAST 4 HOURS.

ANY EMPLOYEE WORKING LESS THAN 8 HOURS SHALL BE GIVEN 1 TEN MINUTE BREAK THAT CAN BE TAKEN AFTER 4 HOURS HAVE BEEN WORKED.

#### ARTICLE VII

THE SUPERVISOR WILL MAKE EFFORT TO HAVE THE SCHEDULE POSTED BY THE WEDNESDAY BEFORE THE NEXT WORK WEEK.

## ARTICLE VIII

### SEC 1.

ALL WINDOW CLERKS SHALL WEAR A HAT ON EVEN NUMBERED DAYS. THE COLOR OF THE HAT WILL BE ALTERNATED TO REFLECT A SEASONAL THEME.

### SEC 2.

EACH CLERK WILL HAVE 1 DAY PER WEEK THAT THEY WILL BE EXPECTED TO PROVIDE A SNACK FOR THEIR FELLOW EMPLOYEES. THE SNACK MAY INCLUDE DONUTS BUT HEALTHY ALTERNATIVES SHOULD BE PROMOTED.

### SEC 3.

ALL CLERKS WILL BE EXPECTED TO BE IN GOOD SPIRITS AND ENCOURAGED TO HUM OR WHISTLE WHILE THEY ARE PERFORMING THEIR DUTIES. SILLY WALKS WILL NOT BE TOLERATED.

### SEC 4

THE POSTMASTER SHALL BE HELD IN THE HIGHEST ESTEEM AND UPON ENTERING ANY ROOM, ALL CLERKS SHALL SALUTE AND DISPLAY A SYMBOLIC GESTURE OF LOVE AND APPRECIATION TOWARD THEIR BELOVED POSTMASTER. ANY FIRST BORN CHILDREN OR GRANDCHILDREN SHALL BE GIVEN THE POSTMASTERS SIRNAME TO SHOW THEIR DEDICATION.

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