# MEMORANDUM OF UNDERSTANDING BETWEEN

UNITED STATES POSTAL SERVICE

**AND** 

AMERICAN POSTAL WORKERS UNION TOLEDO, OHIO AREA LOCAL 170

2018 - 2021

APWU - LMOU

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# WASH UP PERIOD

Item 1. Additional or longer wash-up periods.

Reference: Article 8 - Hours of Work

- A. Upon completing work in areas involving flats, pouch racks, or parcel post, employees may be allowed a reasonable wash-up period of up to three (3) minutes.
- B. Employees in MVS and Maintenance Crafts involved with the use of industrial solvents, degreasers, lubricants, or other types of chemicals will be allowed a reasonable wash-up period.

# WORK WEEK

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

Reference: Article 8 - Hours of Work

- A. Basic work weeks for regular full-time employees shall be fixed.
- B. To the extent possible and consistent with operational needs, Management shall continue to provide Monday through Friday basic work weeks.
- C. Management shall afford the local president or his/her designee an opportunity for input prior to reverting or abolishing any basic work week schedule.

# CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS

Item 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.

Reference: Article 14 - Safety and Health

- A. In the event of an emergency situation, postal operations will not be suspended or curtailed without the approval of the Postmaster/Plant Manager or his/her designee.
- B. Consideration shall be given, but not limited to, such conditions as:
  - 1. Safety and health of employees
  - 2. Orders of local authorities
  - 3. Hazardous weather conditions
  - 4. Civil disorders
  - 5. Acts of God
  - 6. Bioterrorism
- C. If a decision to curtail postal operations is made, management shall make every effort to notify the local APWU president, or his/her designee directly. Also, management shall attempt to notify all affected employees through available media.
- D. Requests for Administrative Leave, in connection with the above stated conditions, will be considered as they relate to section 519.211 of the Employee and Labor Relations Manual.
- E. Management will consider other types of leave when the above does not apply.

# FORMULATION OF LOCAL LEAVE PROGRAM

# Item 4. Formulation of local leave program.

Reference: Article 10 - Leave

A. Employees shall sign for choice period vacation within the sections:

Sections Within Mail Processing:	
	Outgoing by Tour
	Incoming by Tour
	FSM Mail Processors by Tour
	Automation Mail Processors by Tour
2. Sections Within Customer Service:	
	IMPASSED BELOW LANGUAGE - NOV. 2020
	Each Individual Station and Branch: All Clerk Craft
	Pool Clerks
Sections Within the District:	
	Statistical Programs
	Business Mail Entry Section
4. Sections Within Other Areas:	
	Motor Vehicle Operators
	Motor Vehicle Maintenance
	TTO Vehicle Operators
	VMF Clerks
	Training Technician
5. Sections Within Maintenance:	
	Custodial Department, Stations including Station Relief
	Custodial Department, Tour 2, Plant
	Custodial Department, Tour 1, Tour 3, Plant Relief
	Plant Maintenance Mechanics
	Mail Processing Equipment Mechanics
	Electronics Technicians by Tour
	Building Equipment Mechanics
	Area Maintenance Technician
	Level 7 Maintenance Support Clerks
	2010/ I mantonance support office

#### B. Vacation List

#### 1. Vacation List Procedure

- a. On Day 1 of first pay period in November, management will determine the complement for each section and share with APWU president or his/her designee.
- b. Management shall begin the vacation list(s) no later than December 1, the year preceding the new leave year. Supervisor and/or his designee must move the list daily until exhausted. An employee can only hold the vacation list for 24 hours in making his selection. Rules governing the employees' selection process and procedures to be followed when moving the list shall be posted on the vacation list(s). These rules are 4.B.2 through 4.G in the Local Memorandum of Understanding.
- Management and a union official shall ensure that the rules/procedures are in compliance.
- After the list is completed, it must be displayed under glass in a prominent place, no later than February 15.

# 2. Vacation Sign-up Rules

#### Choice Period:

a. The choice vacation period shall be twenty-one (21) consecutive weeks, commencing with the last Saturday in April. In addition, choice vacation shall include the period commencing Christmas Day through New Year's Day, both inclusive.

#### Selection Length:

b. Employees who earn 13 days annual leave shall be granted the opportunity to sign for 10 continuous days or two 5-day periods during the choice period. Employees who earn 20 or 26 days annual leave shall be granted the opportunity to sign for 15 continuous days or two periods (5 and 5, or 5 and 10) during the choice period. (Reference Article 10.3.D of the National Agreement).

### First Round:

c. During a first round vacation sign up, employees may at their option request two (2) selections during the choice vacation period. (During the first round employees may NOT sign up for the nonchoice period).

#### Second Round:

d. After the first round, a second round will be allowed. Employees may make selections during the second round only after all employees have been given the opportunity to make their first round selections in the first round. During the second round, an employee may sign up for either the choice or non-choice period, provided it does not violate Article 10.3.D of the National Agreement. During the second round, employees may ONLY sign for up to the remainder of their accrued annual leave. NOTE: Accrued means leave earned in the current year.

# 3. Begin A/L:

Employee's scheduled annual leave shall begin on the first day of his/her basic work week or the day he/she selects, if mutually agreed with the employer and the union representative.

# 4. Absent employees

If an employee is absent, then one attempt will be made to contact the absent employee by telephone on a regular scheduled day, in the presence of a union official or steward. There will be a 48-hour time period from the time of the telephone contact with the employee for the employee to respond. After the expiration of the time period, the vacation list will continue. Upon the employee's return, that employee will be allowed to sign up for available time slots before the list continues.

#### Cancellation of annual leave

- a. If an employee in a section cancels annual leave, he/she must cancel at least fourteen (14) days prior to such annual leave. Otherwise, the leave must be taken as scheduled. If notice of cancellation is given, the weeks canceled will be posted for bid for seven (7) days within that section. The now vacant week(s) shall be filled by seniority beginning with the employee junior to the canceling employee.
- b. If an employee gives timely notification of the intent to cancel annual leave and the employee then wishes to use only part of the original week(s) signed for, the employee must request said time as incidental annual leave. Management has the authority to approve or disapprove such requests for incidental annual leave.

### 6. Leave: military reserve training

An employee called for active military reserve training during his/her scheduled choice vacation period shall be allowed to take another equal amount of annual leave during the choice period provided the week(s) has not been signed for by another employee and provided it does not deprive another employee of his/her first choice for scheduled vacation.

### 7. Leave: Bid or reassignment

Employees who bid or are reassigned to a new section/work location, shall be granted their approved vacation week(s) as established by the vacation schedule in their former section/work location. (Inside and outside the choice vacation period.)

#### 8. Union: A/L, LWOP

Management will make every effort to grant annual leave or LWOP to APWU officers and stewards, at their option, to attend APWU national and state conventions, annual craft conferences, and steward seminars.

# **DURATION OF THE CHOICE VACATION PERIOD(S)**

# Item 5. The duration of the choice vacation period(s).

Reference: Article 10 - Leave

The choice vacation period will be twenty-one (21) consecutive weeks, commencing with the last Saturday in April. In addition, choice vacation shall include the period commencing Christmas Day through New Year's Day, both inclusive.

# BEGINNING DAY OF VACATION PERIOD

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

Reference: Article 10 - Leave

- A. Employee's scheduled annual leave shall begin on the first day of his/her basic work week or the day he/she selects, if mutually agreeable with the employer and the union representative.
- B. Employees may volunteer, but will not be required to work their non-scheduled day or holiday/designated holiday immediately preceding or following posted scheduled vacations, provided the employee has sufficient annual leave to cover the vacation week.

# WHETHER EMPLOYEES MAY REQUEST TWO SELECTIONS

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

Reference: Article 10 - Leave

Employees, full-time and part-time, who earn 13 days vacation shall be granted the opportunity to sign for 10 continuous days or two 5 day periods. Employees who earn 20 or 26 days vacation shall be granted the opportunity to sign for 15 continuous days or two periods (5 and 5 or 5 and 10).

# JURY DUTY AND CONVENTIONS DURING THE CHOICE PERIOD

Item 8. Whether jury duty and attendance at national or state conventions shall be charged to the choice vacation period.

Reference: Article 10 - Leave

Annual leave granted to employees to attend National, State or Regional conventions or jury duty shall not be charged to the choice vacation period.

# MAXIMUM NUMBER OF EMPLOYEES DURING THE CHOICE PERIOD

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

Reference: Article 10 - Leave

The following percentages shall be used to schedule annual leave during the choice vacation period. Fractions, .5 and above, will be rounded up to the next person.

21 consecutive weeks 16% (commencing with the last Saturday in April)

Christmas - New Year's Week 12%

# OFFICIAL NOTICE OF VACATION APPROVED

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

Reference: Article 10 - Leave

The employee's signed PS Form 3971 with appropriate approval shall be the official notice to each employee of the vacation schedule approved for such employee. The employee must submit PS Form 3971, in duplicate, to his/her supervisor and the signed PS Form 3971 must be returned to the employee prior to fourteen (14) days of the start of the vacation week(s) signed for.

# BEGINNING OF THE NEW LEAVE YEAR

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

Reference: Article 10 - Leave

Employees will be notified of the beginning of the new leave year, by notices posted on the Official Bulletin Board(s) in this postal installation, including its stations and branches, by November 1 of each year.

Leave Year	Begins	Ends
2018	January 6, 2018	January 4, 2019
2019	January 5, 2019	January 3, 2020
2020	January 4, 2020	January 1, 2021
2021	January 2, 2021	December 31, 2021

# ANNUAL LEAVE OTHER THAN THE CHOICE PERIOD

Item 12. The procedure for submission of application for annual leave during other than

the choice vacation period.

Reference: Article 10 - Leave

- A. During the year outside of the choice vacation period (excluding the month of December) up to 12% (twelve percent) of the employees in any leave section shall be allowed to use the remainder of their accrued annual leave (3 days, 5 days, 11 days) on a seniority basis. NOTE: Accrued leave refers to the leave earned in the current year. Fractions, .5 and above, produced by this formula, will be rounded up to the next person. The intent of this clause is to allow employees to be able to use the leave they earn rather than being forced to "bank" it. NOTE: Thanksgiving week is now part of the non-choice period.
- B. An employee seeking leave, other than scheduled leave in choice period, shall present to his/her immediate supervisor a signed PS Form 3971, in triplicate\*, indicating the leave requested. The immediate supervisor shall, within three (3) calendar days, grant or deny such requests and return one copy of PS Form 3971 to the employee. Failure by management to meet this time limit will constitute approval of such request. When approved, such requests for incidental annual leave are on a first come first served basis. If two or more employees submit their requests at the same time, seniority will be the determining factor.
  - The first copy will be signed by the supervisor in the block labeled "Signature of Supervisor and Date Notified". This will indicate when the three day time limit starts. This copy will be immediately returned to the employee. The supervisor will keep the original and one copy.
  - When a decision is made on the leave request, the supervisor will mark the copy with leave Approved or Disapproved, then sign and date the copy. The supervisor then returns this copy to the employee and processes the appropriately marked original.

# HOLIDAY SCHEDULING

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

Reference: Article 11 - Holidays

A. Employees shall be scheduled to work their holiday within the sections::

Sections Within Mail Processing:	
	Outgoing by Tour
	Incoming by Tour
	FSM Mail Processing by Tour
	Automation Mail Processors by Tour
2. Sections Within Customer Service:	
2. Sections Within Gustomer Gervice.	IMPASSED BELOW LANGUAGE - NOV. 2020
	Each Individual Station and Branch: All Clerk Craft
	Pool Clerks
2. Confirma Miller No. District	
Sections Within the District:	Statistical Programs
	Business Mail Entry Section
	business Mail Entry Section
4. Sections Within Other Areas:	
	Motor Vehicle Operators
	Motor Vehicle Maintenance
	TTO Vehicle Operators
	VMF Clerks
	Training Technician
5. Sections Within Maintenance:	
	Custodial Department: Stations including Station Relief
	Area Maintenance Technicians
	Laborers, Custodial, Plant
	Maintenance Mechanics, Plant
	Level 7 Maintenance Support Clerks
	Mail Processing Equipment Mechanics
	Electronic Technicians, Plant
	Building Equipment Mechanics, Plant
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# B. Volunteers - Full-time Employees and Postal Support Employees

- 1. PTF's (Motor Vehicle Craft only)
- whose regular schedule includes that day (8 hours guarantee for full-time regulars)
- whose regular schedule does not include that day (8 hours guarantee for full time regulars)
- Qualified full-time volunteers on their holiday or designated holiday from other sections within the Processing & Distribution Center, by seniority. (ONLY IN THE CLERK CRAFT)
- Qualified full-time volunteers on their non-scheduled work day, from other sections within the Processing & Distribution Center, by seniority. (ONLY IN THE CLERK CRAFT)

### C. Non-volunteers:

- 1. PSE (Postal Support Employees)
- 2. PTF's (Motor Vehicle Craft only)
- 3. Full time employees on their holiday or designated holiday by inverse seniority.
- 3. Full time employees on their SDO's by inverse seniority.

# D. Temporary or permanent LIGHT duty employees

- Employees who are on temporary or permanent light duty shall have their names added to the pay location where they are assigned to work.
- 2. Light duty employees shall be identified with an \* after their names
- 3. Light duty employees shall be canvassed for holiday work
- Management CANNOT force an employee on light duty to work their holiday (or designated holiday) if that employee is medically restricted from performing the duties of the bid assignment.
- Management CAN force an employee on light duty to work their holiday (or designated holiday) if that employee is medically qualified to perform the duties of the light duty assignment.
- management has the right NOT TO SCHEDULE an employee who is on light duty provided no employee who is senior to the light duty employee is being forced to work the holiday/designated holiday, and the junior employee can perform the duties of the position where he/she is assigned.
- E. Each Manager of Distribution Operations, will provide a copy of their tour's holiday schedule to the APWU President. Also, Maintenance, Vehicle Maintenance, Transportation Networks and each Station/Branch will provide their respective holiday schedules to the APWU President preceding the holiday week.

# OVERTIME BY SECTION AND/OR TOUR

Item 14. Whether "overtime desire" lists in article 8 shall be by section and/or tour.

Reference: Article 8 - Hours of work

# A. Sections for Overtime Desired List

. Sections Within Mail Processing:	
	Outgoing by Tour
	Incoming by Tour
	FSM Mail Processors by Tour
	Automation Mail Processors by Tour
2. Sections Within Customer Service:	
	IMPASSED BELOW LANGUAGE - NOV. 2020
	Each Individual Station and Branch: All Clerk Craft
	Pool Clerks
Sections Within the District:	
	Statistical Programs
	Business Mail Entry Section
4. Sections Within Other Areas:	
	Motor Vehicle Operators
	Motor Vehicle Maintenance
	TTO Vehicle Operators
	VMF Clerks
	Training Technician
5. Sections Within Maintenance:	For overtime: (Sections are defined as Occupational Group in Maintenance)
	Laborers, Custodial, Plant by Tour, then section
***	Laborers, Custodial, Stations, by individual station, then between stations
	Maintenance Mechanics, Plant
	Area Maintenance Mechanics
	Mail Processing Equipment Mechanics by Tour, then section
	Electronics Technicians by Tour, then section
	Building Equipment Mechanics, Plant
	Level 7 Maintenance Support Clerks

- B. Management will make every effort to notify employees of overtime at the earliest possible time. Employee(s) required to stay on overtime within 1 hour of the scheduled end tour will be allowed to call home if the need arises. Consideration will be given to excusing employees, whether on or off-duty from overtime, who experience non-recurring situations as defined in Article 8, Section 5 E.
- C. The President of Local 170, American Postal Workers Union, will receive, without cost, one (1) copy of each section's overtime desired list. The specific section's copies will be provided as close as possible to the beginning date of each quarter by the Managers of Distribution Operations, Maintenance, Vehicle Maintenance, Transportation Networks and the Station/Branch Managers.
- D. When an employee is declared the successful bidder for a job in a new section during a calendar quarter, he/she will have the opportunity to sign the Overtime Desired List(s) in the new section within ten (10) days of the effective date of the assignment.
- E. Separate overtime desired lists will be created and implemented for all crafts / sections.

There will be two lists as follows:

- (1) Non-Scheduled Work Days Only List (SDOs)
- (2) Scheduled Work Days Overtime Only List (up to 12 hours)

Employees may elect to sign only one list or both.

In accordance with article 8.5:

If the voluntary "Overtime Desired" list does not provide sufficient qualified people, qualified full time regular employees not on the list may be required to work overtime on a rotating basis with the first opportunity assigned to the junior employee.

Therefore, if no list provided sufficient qualified employees, full time regular employees not on the list may be required to work in accordance with Article 8.

Further, in accordance with Article 8.5:

However, the Employer is not required to utilize employees on the "Overtime Desired" list at the penalty overtime rate if qualified employees on the "Overtime Desired" list who are not yet entitled to penalty overtime are available for the overtime assignment.

Therefore, management is not obligated to utilize employees on either of the two lists at the penalty rate if employees on the other list who are not yet entitled to penalty overtime are available for the overtime assignment. Management will schedule overtime from either of the two lists before scheduling overtime for employees not on any list. Further, this provision does not alter, modify or change any existing language in any Memorandum of Understanding in the Collective Bargaining Agreement relating to the use of employees not on the overtime desired list when there are insufficient employees on the list available to meet the overtime needs.

### NUMBER OF LIGHT DUTY ASSIGNMENTS

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

Reference: Article 13 – Assignment of ill or injured work force employees.

No current language exists.

# METHOD USED IN RESERVING LIGHT DUTY ASSIGNMENTS

Item 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.

Reference: Article 13 - Assignment of ill or injured regular work force employees.

- A. The following considerations shall be given in effecting temporary light duty assignments, in accordance with contractual provisions:
  - 1. Modifying existing assignment
  - Reassignment in craft within the same hours as the employee's regular tour, in accordance with contractual provisions and the efficient operation of the section.
  - 3. Modification of hours on the same tour as the employee's regular duty assignment.
  - 4. Reassignment within craft on another tour.
  - 5. Reassignment to another craft, only after consultation with the union representing the gaining craft.

- B. Employees shall be considered for assignment to temporary light duty assignments they are capable of performing consistent with medically defined work limitations/tolerances.
- C. No employee outside of APWU craft shall be assigned a temporary light duty position within APWU craft to the detriment of any APWU employee.
- D. The greatest consideration shall be given to those full or part-time employees requesting a permanent light duty assignment.
- E. Every effort shall be made to first reassign the requesting employee within the employee's present craft or occupational group.
- F. Reasonable accommodation shall be considered in effecting these assignments.

# ASSIGNMENTS TO BE CONSIDERED LIGHT DUTY

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

Reference: Article 13 - Assignment of ill or injured regular work force employees.

The following areas shall be considered for light duty assignments, taking into consideration physical limitations and assignment availability. This includes, but is not limited to the following areas:

#### Clerk Craft:

Casing mail
Box mail
Facing mail/Riffling mail
Accountables

#### Maintenance Craft:

Custodial operations Office duties if work available Maintenance Operations Support

#### Motor Vehicle Craft:

Stockroom Vehicle Maintenance Office Cleaning of trucks Shuttling of vehicles

# IDENTIFICATION OF SECTIONS FOR REASSIGNMENT

Item 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.

# Reference: Article 12 - Reassignments

# A. Sections for reassignment

Outgoing by Tour Incoming by Tour FSM Mail Processors by Tour Automation Mail Processors by Tour  2. Sections Within Customer Service:  IMPASSED BELOW LANGUAGE - NOV. 2020 Each Individual Station and Branch: All Clerk Craft Pool Clerks  3. Sections Within the District:  Statistical Programs Business Mail Entry Section  4. Sections Within Other Areas:  Motor Vehicle Operators Motor Vehicle Operators VMF Clerks Training Technicians  5. Sections Within Maintenance:
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4. Sections Within Other Areas:  Motor Vehicle Operators  Motor Vehicle Maintenance  TTO Vehicle Operators  VMF Clerks  Training Technicians
4. Sections Within Other Areas:  Motor Vehicle Operators  Motor Vehicle Maintenance  TTO Vehicle Operators  VMF Clerks  Training Technicians
Motor Vehicle Operators Motor Vehicle Maintenance TTO Vehicle Operators VMF Clerks Training Technicians
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TTO Vehicle Operators  VMF Clerks  Training Technicians
VMF Clerks Training Technicians
Training Technicians
5. Sections Within Maintenance:
Laborers, Custodial
Maintenance Mechanics
Mail Processing Equipment Mechanics
Electronics Technicians
Building Equipment Mechanics
Area Maintenance Technicians
Level 7 Maintenance Support Clerks
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# EMPLOYEE PARKING SPACES

Item 19. The assignment of employee parking spaces.

Reference: Article 20 - Parking

- A. There will be two (2) handicapped spaces in the employee parking lot on the northwest side of the VMF building. Four (4) parking spaces will be located in the employee parking lot on the southeast side of the building and designated for "Mobility Impaired" employees.
- There will be a designated area for parking motorcycles and bicycles.
- C. A parking space will be designated for use by the American Postal Workers Union. Such parking shall be in an area of other postal officials or similar distance from the entrance of the building. The union will be responsible for buying and maintaining the sign.

# ANNUAL LEAVE TO ATTEND UNION ACTIVITIES

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

Reference: Article 10 - Leave

A. Due to the fact the union does not know the dates of union activities, annual leave to attend union activities shall not be a part of the total choice vacation plan.

# OTHER ITEMS SUBJECT TO LOCAL NEGOTIATIONS

Item 21. The other items which are subject to local negotiations as provided in the craft specific provisions of this agreement.

Reference: Specific Craft Articles

# Motor Vehicle Craft Training

Management will post information concerning available Postal Motor Vehicle Craft Training opportunities on the respective MV craft bulletin boards as soon as possible after the training becomes available. Written requests for specific posted training will be submitted by the employee, in duplicate, to the respective manager: Manager Vehicle Maintenance, or Manager Transportation Networks, with one copy initialed, dated and returned to the employee. All such training will be scheduled in accordance with postal contractual training provisions.

#### B. Communications

Unit supervisors shall grant reasonable requests by designated union stewards to occasionally use the public address system at all stations and branches for the purpose of making announcements on matters of mutual concern to APWU members and management, or of special interest to APWU members. Like requests for use of equipment at the Main Post Office should be made to the ranking manager. The content of all announcements must be reviewed and approved by management prior to said announcement, and may not be contrary to postal rules or regulations.

### C. Labor/Management Meetings

Labor/Management meetings will be held once a month, in the second week of each month. Dates and times shall be set by the President APWU Local 170, Postmaster, and the Plant Manager. Joint meetings will be held by Customer Service and Plant as well as POOM for 434-435 area if needed and available.

# SENIORITY, REASSIGNMENTS AND POSTING

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

Reference: Specific Craft Articles

### A. Posting of Bids

Bids will be posted for seven (7) calendar days. This seven day period begins the day the bid is posted and continues until midnight the same day one week later. Except for the month of December, the successful bidder must be placed in the assignment within the time period as follows:

- Clerk Craft fourteen (14) calendar days Results posted per Article 37.3.F
- Maintenance Craft fourteen (14) calendar days Results posted per Article 38.5.C
- Motor Vehicle Craft fourteen (14) calendar days Results posted per Article 39.2.E

# B. Posting of Bids in Motor Vehicle Operations

All MVS schedules shall be completed when posted. Permanent change(s) in MVS Run Schedules of more than 2 hours, change of delivery points, station trips, additions or deletions of trips shall justify reposting of all runs. Upon managements written notification of changes, a written decision of the union to post or not will be given to management within 14 days.

Upon the union's request to repost craft assignments under the tenets of Article 39.2A6 or Article 39.2A7, management shall post the same number of positions that existed prior to the union's request to repost.

### C. Posting of Bids in Clerk Craft

- The union's President shall be notified of any changes as soon as possible before their implementation. The following conditions shall warrant the posting of the bid:
- 2. A change of more than an hour in the original starting time of the bid.
- 3. Changes of more than 51% in a bid's duty assignments shall require the bid to be reposted.
- 4. When the physical location of an operation changes from one facility to another, the affected bid(s) shall be reposted. If the entire facility moves to another geographic location, the bid(s) will not be reposted.
- 5. When a bid has typing *added* or *deleted* from it, that bid shall be reposted.
- D. Management shall provide any changes to all full time bids in writing to the union so they can verify that all bidding and changes are in compliance with the National and Local Agreements.

This Memorandum of Understanding is entered into on www 20020 at, Toledo, Ohio between the representatives of the United States Postal Service and the designated agent of the American Postal Workers Union, pursuant to the local Implementation Provision of the 2018 National Agreement. This Memorandum of Understanding constitutes the entire agreement on matters relating to local conditions of employment, subject to those items which have been submitted to the Impasse grievance/arbitration procedure.

For the United States Postal Service Postmaster, Toledo, OH

For the United States Postal Service

Manager, Processing & Distribution, Toledo, OH

For the American Postal Workers Union President APWU, Toledo, OH

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