

first

This Memorandum of Understanding is entered into on MAY 31st, 2007 at Champlain, New York 12919, between the representatives of the United States Postal Service and the designated agent of the American Postal Workers Union Local # 1894, pursuant to the Local Implementation Provision of the 2006 National Agreement.

**For the United States Postal Service
Brenda L. Munnik, Postmaster**

**For the Union
Joseph J. Rush, President – Local #1894**

Item 1: WASH UP

Employees will be afforded a reasonable wash up period before lunch and before end of tour.

Item 2: WORK WEEK

All regular employees represented by the APWU will have fixed days off.

Item 3: CURTAILMENT

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 inform the union if present, and seek the cooperation of local radio and television stations to inform employees.

Item 4: LEAVE PROGRAM

- A. Leave will be administrated by seniority.
- B. The pre-approval of any leave is based on the assumption of an adequate leave balance.
- C. Management will post the schedule of selection dates by Dec 15th for the following Leave Year. Included on the schedule will be the total days allowable for selecting Prime Vacation for each employee.
- D. The selection process will begin the second Tuesday of the month of January. The selection process will not extend beyond 30 days.
- E. One employee will be scheduled for 2 business days. Selections will be made Monday through Friday.
- F. When the time comes for your vacation picks you must be prepared, if you are absent, your representative must be prepared to submit your requests, or you will be placed at the bottom of the list.

- G. Management may approach you ahead of schedule for your picks, but if you are not prepared you may choose to wait until you are scheduled. Once your picks are in, they are final.
- H. The employee will make their choices from slots available in the supervisors leave calendar, and submit them on a PS Form 3971 to the supervisor.
- I. After all employees have chosen their prime time vacation period, incidental leave may be granted by seniority and date of application.
- J. If any prime time week is cancelled in advance by an employee, management will post the available week(s).

Item 5: DURATION OF CHOICE VACATION PERIOD

PRIME 1: Will be from the Service week of May 1st through the Service Week of September 30th.

PRIME 2: Will be from Dec 25th through Jan 1st.

Item 6: BEGINNING DAY OF EMPLOYEES VACATION PERIOD

If you work on **SAT**, your vacation starts on **SAT**.

If you have **SAT** off but work on **SUN**, your vacation starts on **SUN**.

If you have **SAT & SUN** off, your vacation starts on **MON**.

PTF vacations will be from Saturday through Friday.

Item 7: OPTION OF ONE OR TWO SELECTIONS DURING PRIME

Employees will have two options to choose from during choice vacation periods.

1. One continuous pick up to the amount earned, either 10 or 15 days.
2. Two picks in increments of 5 or 10 days not to exceed amount **authorized by Item 4C.**

Note: The sum of picks in Prime 1 and Prime 2, will not exceed the amount authorized in Item 4C.

Item 8: JURY DUTY

Jury duty will not be charged as a selection to the choice vacation period.

Item 9: MAXIMUM AMOUNT OF EMPLOYEES ON LEAVE DURING PRIME

A. The Maximum amount of employees that can receive leave each week during **PRIME Time** will be 1 employee, except for the 2 week period in July known as the “Canadian Construction Holiday”, as it currently affects operations in the Champlain facility. During this time, a maximum of 2 employees may be granted leave.

Item 12: NON-PRIME LEAVE SUBMISSION

Non Prime leave will be granted by date of application and seniority.

Item 13: METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY

The holiday pecking order outlined in the Joint Contract Interpretation Manual will be followed. Part Time Flexible clerks will be scheduled for Holiday work on a rotating basis.

Item 14: OVERTIME

Overtime opportunities will be offered on a rotating basis to the extent possible.

Item 15, 16, & 17: LIGHT DUTY ASSIGNMENTS

Light Duty will be administered in accordance with the National Agreement.

Item 18: SECTIONS FOR THE PURPOSE OF EXCESSING WITHIN THE INSTALLATION

Excessing within the installation will be done by juniority.

Item 22: LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS, AND POSTING

- A. No duty will be reposted when the change in starting time is 2 hours or less.