

Article 30
Local Implementation

Contract Term
2011-2016

Between
The United States Postal Service
And
The National Association of Letter Carriers
Branch 769
Cherry Hill/Haddonfield Merged

Cherry Hill, NJ

Item 1

Wash up: Management recognizes that on occasion an employee might be exposed to dirty conditions and/or toxic materials to the extent to warrant wash up time. On such occasions management will allow reasonable wash up time to the employee for this purpose.

Management also recognizes a responsibility to consistently evaluate all positions in order to determine whether an employee assigned to any position is on a consistent basis exposed to dirty and/or toxic material to the extent to justify regular scheduled wash up times. In such cases management will be reasonable in granting regularly scheduled wash up time.

Item 2

The determination of fixed or rotating work schedules for full time letter carriers assigned to routes will be made on the basis of past practice unless otherwise agreed to by the local parties. However, fixed work schedules may be established by the installation head for certain operational situations such as, but not limited to, parcel post, collection and business routes.

The President of the NALC shall be advised of any such work schedules

Item 3

If emergency conditions make it necessary for management to curtail or terminate postal operations, the following notification procedures will be utilized to the extent that the individual situation allows:

Employees who are in a duty status will be notified of appropriate actions to follow.

Management shall make every effort to notify employees in a non-duty status of the extent of the emergency condition through any media, which may be available.

These procedures will only take place if management calls an emergency.

Item 4

The local leave program will permit each employee to use his leave as outlined in Article 10 Section 3.D.1 and 2.

The working compliment on hand at the beginning of the prime and non-prime time selection will be used to determine the proper number of letter carriers permitted off for each vacation period. A Labor-Management meeting will be held one week prior to each selection period for the purpose of determining the working compliment.

The local union president will conduct the selection process for both the prime and non-prime vacation selection periods.

At the conclusion of each selection period all documentation will be submitted to local management for the administration of the local leave program.

In the event that a particular week is maximized during the selection process letter carriers may opt as an alternate at anytime during the process for both prime and non-prime vacation periods.

The alternate pick will count as part of the letter carrier's official selection and he/she will be passed over at that point.

In the event that a vacation slot becomes available due to an approved cancellation or emergency, the alternate will be given the opportunity to be placed in that vacation pick vacancy in the prescribed alternate selection order.

There will be no cancellation or exchange of leave selections during prime or non-prime periods except by joint approval of management and union.

No cancellation requests will be honored without 30 days notification to the parties prior to the scheduled leave.

No partial givebacks will be permitted without joint approval.

Anytime during the leave year, if a prime or non-prime week is not maximized, letter carriers may request vacation annual leave in that week, (also known as backfill) provided that the request is made 5

business days prior to the beginning of the first day of the leave requested.

Leave will be granted on a first come first served basis. However, leave slips received on the same day will be awarded by seniority.

There will be no annual leave backfill permitted on the days of a week were an official union sanctioned function such as but not limited to the New Jersey State Convention, Rap sessions, the National Convention, and the Congressional Breakfast.

An incidental leave chart will be posted for reference alongside the prime and non-prime selection calendars, which will indicate the number of letter carriers permitted non-scheduled each day of the year.

No incidental leave will be granted on the Designated Holiday. An "X" to provide for the holiday schedule will block this day out.

Nine (9) percent of the carrier workforce will be permitted off during the non-prime time vacation period, which includes all the calendar year except what is provided for under Article 30 Item 9.

The annual leave program for City Carrier Assistants (CCA's) will be administered separately from that of career Letter Carriers. CCA's will be granted leave equal to the number available slots on the career carrier vacation schedule however those available slots will remain open for career carriers wishing to bid on them for incidental leave. CCA's in excess of the number of open slots may be granted annual leave at the discretion of local management.

Item 5

Prime time will begin on the Monday of the calendar week in which June 1st occurs and end on the Saturday of the calendar week in which September 8th occurs.

Prime time also includes the period starting December 26th and ending January 1st inclusive, and the week containing the Thanksgiving holiday.

All other weeks are considered non-prime.

Item 6

Monday will be the beginning day of the vacation weeks except as noted for the December prime time week in Item 5.

Item 7

In making selections for prime time vacation, no splits will be permitted with the exception of Christmas or Thanksgiving week selection (e.g. Summer and Christmas, Summer and Thanksgiving, or Christmas and Thanksgiving with no Summer pick)

A second round of selection will be made provided that no employee selects more than is permissible as outlined in Article 10 of the National Agreement.

Item 8

An employee who is called for jury duty during his scheduled choice vacation period or who attends a National, State or Regional Convention during the prime time vacation period is eligible for another available selection provided this does not deprive any other employee of his first choice for scheduled vacation and is within the figure agreed to each week.

Employees in this particular circumstance will be contacted after the first round of prime time selection.

Item 9

Fourteen (14) percent of the carrier workforce will be permitted annual leave from June 1st through September 8th, and Thanksgiving week.

Fifteen (15) percent of the carrier workforce will be permitted annual leave from December 26th through December 31st.

Item 10

Employees will submit a leave request (PS form 3971) in duplicate and one copy will be returned to the employee showing the approved period.

Leave charts listing each choice vacation period, which has been approved, will be posted within the office for reference.

Item 11

Provisions cited in Article 10 Section 4.A will apply.

Item 12

Starting the week of December 1st all carriers in seniority order shall be contacted concerning the selection of their non-prime vacation preference.

The non-prime selection process will be completed no later than December 31st.

Vacation selection for the non-prime selection period shall be made in the same manner and method used for the selection during the prime-time selection period.

The prime-time selection process will be conducted immediately following the completion of the non-prime selection process.

Letter carriers selecting non-prime vacation may opt for up to three consecutive weeks, a two week/ one week split, or less dependent on individual personal leave credit as per Article 10 of the National Agreement.

Only one round of non-prime selection will be made.

Carriers requesting incidental annual leave must submit PS Form 3971 not more than two months in advance and not less than 5 business days prior to the requested leave. Requested leave submitted outside these parameters will be granted at the supervisor's discretion.

Management will indicate on PS Form 3971 the date and time of the request for leave submission. Management will reply to the leave request within 72 hours following the submitted leave request.

If notification is not rendered within 72 hours the leave shall be considered granted by the parties.

All advanced notice leave requests will be granted on a first come first served basis. Leave requests submitted on the same day will be awarded by the employee's seniority.

Incidental leave requests or additional vacation selections will be guaranteed approved or disapproved dependent on the percentage of letter carriers permitted off during the weekly or daily period in question.

Union officials attending union functions will be given priority when administering the incidental leave program.

All incidental leave is blocked out on designated holidays and will be indicated by an "X" on the posted leave chart.

Item 13

Management will select Letter Carriers to work on holidays in the following pecking order:

- **City Carrier Assistants**
- Part Time Flexibles
- Volunteers by seniority
- Full time carriers who did not volunteer to work on what would have been their non-scheduled day, by juniority
- All other non-volunteers by juniority

Item 14

The Overtime desired List will be administered by installation.

Item 15,16,17

Light duty may consist of numerous duties other than delivering mail, such as but not limited to:

Truck cards, VOMA paperwork, answering phones, casing standard mail, relabeling cases, red books, CFS filing, etc. all when available.

In assigning an employee to such light duty, it will be in accordance with the appropriate provisions of Article 13 of the National Agreement.

Item 18

When it is proposed to reassign within the Cherry Hill/Haddonfield Post Office, employees excess to the needs of the section, the carrier work force shall be considered as one section (entire office).

Item 19

Parking spaces in excess of the needs of the Postal Service will be made available for employee parking.

Item 21

All full time carrier assignments shall be posted for twelve working days.

Letter carriers shall make their bids in writing to the manager in charge by 5:00 PM on the final day of the posting. When more than one assignment is posted, letter carriers shall have the right to bid for all assignments, stating their preference (1st choice, 2nd choice, etc.).

Full time letter carriers called in on their non-scheduled day will be assigned to their own regular routes.

T-6 carriers moved by this call in or schedule change, will be assigned to another vacant assignment within their string if possible.

The T-6 may exercise his preference if more than one vacant duty assignment on his/her string is available. If no duty assignment on his/her string is vacant, then he may in turn bump the most junior unassigned regular, PTF, or **CCA** holding down a duty assignment on his/her string or exercise his seniority office wide on daily vacancies.

An **Unassigned Regular**, PTF, or **CCA** on a bided T-6 hold-down assumes the same bumping rights that are available to the regular T-6 but is regulated by seniority.

Item 22

When a letter carrier route of a full time duty assignment, other than the letter carrier route(s) of the full time duty assignment(s) of the junior employee(s), is abolished at a deliver unit as a result of, but not limited

to, route adjustments, highway, and housing projects: all routes and full time 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 shall be posted for bid in accordance with the local posting procedures in this article.

This memorandum is effective for the term of the 2011-2016 National Contract unless otherwise amended by mutual consent of the USPS and the NALC.

 4/15/13

Michael McFadden Date
O.I.C Cherry Hill/Haddonfield

 4/15/13

John L DeCesari Date
President Branch 769