

Local Memorandum of Understanding

Between

United States Postal Service

and

National Association of Letter Carriers,  
AFL-CIO Branch 30

at

Hamilton, Missouri

2023-2026

- Item: 1**      **Additional or longer wash-up periods**
  
- Item: 2**      **The establishment of a regular work week of five days with either fixed or rotating days off.**
  
- 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.**
  
- Item: 4**      **Formulation of local leave program**
  
- Item: 5**      **The duration of the choice vacation period(s).**
  
- Item: 6**      **The determination of the beginning day of an employee's vacation period.**
  
- Item: 7**      **Whether employees at their option may request two selections during the choice vacation period, in units of either 5 or 10 days.**
  
- Item: 8**      **Whether jury duty and attendance at National or State Conventions shall be charged to the choice vacation period.**
  
- Item: 9**      **Determinations of the maximum number of employees who shall receive leave each week during the choice vacation period**
  
- Item: 10**     **The issuance of official notices to each employee of the vacation schedule approved for such employee.**

- Item: 12** The procedure for the submission of applications of annual leave during other than the choice vacation period.
- Item: 13** The method of selecting employees to work on a holiday
- Item: 14** Whether "Overtime Desired" list in Article 8 shall be by section and/or tour
- Item: 17** The identification of assignments that are to be considered light duty within each craft represented in the office.
- Item: 22** Local implementation of the Agreement relating to seniority, reassignments and posting

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**Item: 1 Additional or longer wash-up periods**  
When an employee is assigned to perform dirty work or work with toxic materials, the employee will be allowed reasonable wash up time

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

All letter carriers routes will consist of a five day workweek running from Saturday through Friday with fix day off.

**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.**

Postal operations will not be terminated unless the Postmaster or his/her designee determines that conditions so warrant. In making this determination, Management may consider the safety and health of employees: civil disorder, acts of God: hazardous weather conditions: and other circumstances.

**Item: 4 Formulation of local leave program**

1. The installation head or designee shall meet with representative of the union to review local service needs as soon after December 1 as practicable. The installation head shall then determine a final date for submission of applications for vacation period, as provided for in Article 10 Section 3.D 1, 2, 3 of the National Agreement and this LMOU. Choice vacation leave shall be granted on a seniority basis. If an employee wishes to cancel previously approved annual leave, notice of the cancellation must be received by Management no later than two (2) weeks prior to the beginning of the vacation period. The cancelled periods shall be reposted and approved on a first come basis.
2. City Carrier Assistants will be included in annual bid process

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

The Choice Vacation Period for assigning annual in the letter carrier craft will be from April 15 to October 1

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

The beginning day of a carrier's vacation period will start on Monday and end on Sunday.

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

Employees may request two selections during the Choice Vacation Period in units of five (5) or ten (10) days; the total not to exceed fifteen (15) days.

**Item: 8      Whether Jury Duty and attendance at National or State Conventions shall be charged to the choice vacation period.**

A letter carrier who attends jury duty or a National, State or Regional convention during the employee's choice vacation period is eligible for another available period, provided, this does not deprive any other letter carrier of their choice vacation period.

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

The maximum number of letter carriers allowed off during the choice vacation period shall be one (1) of the letter carrier craft weekly.

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

Requests for choice vacation periods will be submitted using duplicate PS Form 3971. A copy of the approved or disapproved PS Form 3971 will be returned to the employee no later than January 5.

- Item: 12**    **The procedures or submission of applications for annual leave during other than the choice vacation period**

Once the choice vacation plan is complete, employees may request two additional periods of annual leave. Requests will be approved by seniority.

- Item: 13**    **The method of selecting employees to work on a holiday**

- 1) Part Time Flexibles
- 2) Volunteers for their holiday or day designated as their holiday by seniority
- 3) City Carrier Assistants (CCA's)
- 4) Volunteers on their non-scheduled day by seniority
- 5) Non-volunteers on their non-scheduled day, by inverse seniority.
- 6) Non-volunteers on their holiday or day designated as their holiday, by inverse seniority.

- Item: 14**    **Whether "Overtime Desired" lists in Article VIII shall be by section and/or tour**

Overtime desired lists will be by section

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

Requests for light duty will be handled in accordance with Article 13 of the National Agreement

- Item: 22**    **Local implementation of this agreement to seniority, reassignments and posting**

Local implementation of this agreement relating to seniority, reassignment and posting shall agree with the provisions in Article 41.

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on 6/4/2025 at Hamilton, MO between the representatives of the United States Postal Service and the designated agent of NALC Branch #30, pursuant to the Local Implementation Provisions of the 2023 National Agreement with the National Association of Letter Carriers.

This Local Memorandum of Understanding shall be in full force and effect until midnight May 22, 2026, unless extended by agreement between the parties at the National level. The terms of this Memorandum of Understanding are subject to the grievance procedure as contained in the National Agreement.



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Anita Fee, Postmaster  
USPS – Hamilton, MO



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Melvin R. Moore Jr, President  
NALC, Branch #30