

LOCAL MEMORANDUM OF
UNDERSTANDING

BETWEEN

UNITED STATES POST OFFICE
HIGGINSVILLE, MISSOURI

AND

NATIONAL ASSOCIATION
OF LETTER CARRIERS,
AFL-CIO BRANCH #30

2023-2026

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USPS and NALC

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ITEM 1: ADDITIONAL OR LONGER WASH-UP PERIODS

- A. Article 8 section 9, Provides reasonable wash-up time for a letter carrier who performs dirty work.
- B. It is the position of the United States Postal Service that any Letter Carrier should be granted such time as is reasonable and necessary after performing dirty work or incident to personal need as currently established.

ITEM 2: ESTABLISHMENT OF A REGULAR WORKWEEK OF FIVE DAYS WITH ROTATING DAYS OFF OR FIXED Section

- A. All Regular letter carriers will have a work week of five days with work weeks beginning Saturday thru Friday.
- B. Carriers Rotate Thursday, Friday and Saturday

ITEM 3: GUIDELINE FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS

- A. The Higginsville Post Office shall comply with request by local City, County, State and federal official in regard to any emergency, that may endanger life or limb of the people in the affected area.
- B. Management must weigh these factors and act, in consultation with the union President or his/her designee, when possible, considering the welfare of the employees at all times. Management will notify the ranking union official on duty of its decision and plan of implementation.

ITEM 4: FORMULATION OF A LOCAL LEAVE POLICY

Carriers (Regulars, Unassigned Regulars, PTF and CCA'S) will be allowed to bid both choice and non-choice periods at the same time up to the weeks earned this leave year using PS form 1547 or 3971.

ITEM 5: DURATION OF CHOICE VACATION PERIOD

- A. The choice vacation period will be May 1st through September 30th
- B. Cancellation of leave period received at least two weeks in advance of starting date will be posted for granted to another by seniority.

ITEM 6: THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD

Vacation Periods will begin on Monday

ITEM 7: WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO (2) SELECTIONS DURING THE CHOICE VACATION PERIOD IN UNITS OF EITHER FIVE (5) OR TEN (10) DAYS

An employee may, at his option, request two(2) selection during the Choice vacation period, in units of either five (5) or ten (10) working days; or one selection of fifteen (15) days, not to exceed the ten(10) or fifteen Day limits specified in the National Agreement.

ITEM 8: WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD

Section A: Jury duty shall not count against the choice vacation period.

Section B: Attendance at National and/or State conventions shall not be charged to the choice vacation period. At the beginnings of each year when conventions weeks have been determined, sufficient slots for all eligible delegates shall be withheld for the appropriate weeks.

Section C: An employee subpoenaed, as a States witness in a court case during his/her choice vacation period is eligible for another available period.

Section D: Military duty shall not be charged against the choice vacation period.

ITEM 9: DETERMINATION OF THE MAXIMUM NUMBER OF CARRIER CRAFT EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD

There shall be a minimum of 1 letter Carriers (Including Regular, Unassigned Regular, PTF, and CCA'S) granted annual leave each week during choice and non-choice vacation period if they have leave.

ITEM 10: THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF VACATION SCHEDULE APPROVED FOR EACH EMPLOYEE

Management shall provide official written notice to each letter carrier of the vacation schedule by posting the calendar of approved leave by January 10th.

ITEM 12: THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD

The remainder of an employee's annual leave may be granted outside of the choice vacation period as requested by the employee and approved by Management.

ITEM 13: THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY

The following order will be used for holiday scheduling. Seven days prior to the Tuesday preceding the holiday week schedule, a notice seeking volunteers will be posted.

1. Part-time flexible employees.
2. All full time and part time regular employees who possess the necessary skills and have volunteered to work on the holiday or their designated holiday by seniority.
3. City Carrier Assistants.
4. Full time and part time regular 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 seniority.
5. Full time and part time regular who do not volunteer employees whose scheduled non-work day falls on the holiday and who possess the necessary skills even though the payment of overtime is required -by inverse seniority.
6. Full time and part time regular employees who do not volunteer to work their holiday or designated holiday- by Inverse seniority.

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 PART OF THE TOTAL CHOICE VACATION PLAN

Annual leave approved to attend union activities prior to the granting of choice vacation period will not be counted in the choice vacation period.

ITEM 21: THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT.

- A. Any regular letter carrier called in on a regularly scheduled day off will have, as a primary assignment, his /her regular scheduled route. The Letter Carrier may be used to assist on other assignments as the needs of the service warrant.

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

- A. When a Letter Carrier route or full time duty assignment other than the Letter Carrier route (s) or full time duty assignment (s) of the junior employee (s) is abolished at a delivery unit as a result of, but not limited to, route adjustments, highways, housing projects, all routes, and full time duty assignments at that unit held by Letter Carrier's who are junior to the carrier (s) whose routes or full time duty assignment (s) was abolished shall be posted for bid in accordance with the posting procedures in this article.
- B. A full-time regular carrier called in to work on a non-scheduled day may be given his full time duty assignment as primary duty, but may be asked to assist in other duties on emergency basis.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on 5/30/2025 at Higginsville, 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.

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.



Rhonda Whitaker
Postmaster



Melvin R Moore, Jr
President, NALC Branch #30