

Local Memorandum of Understanding

Between

United States Postal Service

And

National Association of Letter Carriers, AFL-CIO

Branch 30

At

Holden, Missouri

2023-2026

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National Association of Letter Carriers, AFL-CIO

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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 needs as current established.

Item 2: The Establishment of a Regular Work Week of Five (5) Days, With Either Fixed or Rotating Days Off

- A. All full-time Letter Carriers shall be on a regular work week of five days with fixed 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

- A. It is recognized by both parties that on occasion, emergency conditions may exist which would encourage the employer to consider the curtailment of mail. In cases of such emergency conditions, the employer will, prior to making a decision to curtail the mail, take into consideration such factor as:
 - (a) The degree of emergency as stated by and acted upon by responsible governmental authorities;
 - (b) Public notice of occurrences such as road closing, media advisements not to venture out except in case of an emergency, and reactions of its customers to the emergency shall be given the greatest consideration prior to making any decisions;
 - (c) The accessibility of postal operations and its customers to the employer and employee; and
 - (d) The safety and health of its employees.

Prior to taking action to curtail the mail, the Employer will notify the branch president and shop steward in each affected unit of its decision and plan of implementation immediately after taking action to reduce the level of service.

- B. Letter Carriers shall not be required to attempt delivery during periods of inclement weather of such severity that civil authorities (e.g., city mayors, state highway administrative authorities, etc.) consider road travel hazardous and have advised the public (by radio, television, or other media) not to travel public streets or highways.

- C. The Holden Post Office shall comply with all requests by local (city and county), state and federal officials in regard to any emergency that may be an endangerment to life or limb of the people in the affected area.

Item 4: Formulation of Local Leave Program

- A. PS Form 1547 (or use of Calendar) shall be provided (duplicate) to each employee (including City Carrier Assistance) by January 15. Employees PS Form 1547, application for annual leave for vacation planning purposes, will be returned in duplicate by January 15. Management will process the requests beginning January 16 through January 31 and will communicate with the craft if their choices are not available and give them the option to modify their choices. Those Letter Carriers who do not submit an application for vacation period(s) will be scheduled for leave based on the needs of the service.
- B. Granting leave under such provisions to CCAs (City Carrier Assistants) employees must be contingent upon the employee having a sufficient leave balance when the leave is taken.
- C. Annual leave for Letter Carriers during the choice vacation period will be assigned on a seniority basis.
- D. Letter Carriers (including City Carrier Assistance) will be allowed to bid both choice and non-choice periods (non-prime time) at the same time up to the weeks earned this leave year using PS Form 1547 (not to exceed 26 days).
- E. A person bidding on cancelled leave must submit a request, no later than the Monday prior to the posting of the scheduled, for the service week that includes cancelled leave.

Item 5: The Duration of the Choice Vacation Period

The choice period for assigning annual leave in the Letter Carrier Craft will be from May 15 to August 31.

Item 6: The Determination of the Beginning Day of An Employee's Vacation Period.

The beginning day of vacation will be on Monday and end on Sunday.

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

Letter Carriers, at their option, may request one (1) or two (2) selections during the choice vacation period in units of either five (5), ten (10), or fifteen (15) days on the first choice, in accordance with the provisions of Article 10, Section 3 of the National Agreement.

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, a National, State, or Regional Convention during the choice vacation period is eligible for another available period in the Choice vacation period.

Item 9: Determination of the Maximum number of Employees Who Shall Receive Leave Each Week During the Choice Vacation Period

- A. There shall be a minimum of one (1) Letter Carrier (including City Carrier Assistants) granted annual leave each week during the choice vacation period.
- B. A minimum of one (1) Letter Carrier shall receive annual leave in the other weeks outside the choice (outside prime time) vacation period.

Item 10: The Issuance of Official Notices to Each Employee of The Vacation Schedule Approved For Such Employee

Management shall provide official notice to each Letter Carrier of the vacation scheduled approved for the Letter Carrier as soon as possible, but no later than February 10.

Item 12: The Procedures For Submission of Applications For Annual Leave During Other Than the Choice Vacation Period

After the first round of vacation scheduling has concluded carriers will be allowed to submit in duplicate on PS Form 3971 to management no less than Monday (8:00am) prior to the week(s) requested. Request will be approved on 1st come basis provided the carrier has annual leave to cover the week(s).

See Item 4.

Item 13: The Method of Selecting Employees (Letter Carriers) to Work on a Holiday

- 1) All part-time flexible employees to the maximum extent possible, even if the payment of overtime is required.
- 2) All full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have volunteered to work on their holiday or their designated holiday-by seniority.
- 3) City carrier assistant employees.

4) All full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have volunteered to work on their non-scheduled day-by seniority.

5) Full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have not volunteered on what would otherwise be their non-scheduled day-by inverse seniority.

6) Full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have not volunteered on what would otherwise be their holiday or designated holiday-by inverse seniority.

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.

Any available work within the carrier craft that is within carrier Physical limitations may be considered light duty work, consistent with Article 13 of the National Agreement.

Item 21: Those Other Items Which Are Subject to Local Negotiations as Provided in the Craft Provisions of This Agreement

- A. Notice inviting bids for Letter Carrier craft assignments and to such other assignments to which a Letter Carrier is entitled to bid shall be posted on the Official Bulletin Board for ten (10) days. Copies of the notice shall be given to the local union. When an absent employee has so requested in writing, stating his or her mailing address, a copy of any notice inviting bids shall be mailed to the employee.
- B. Management shall not search a Letter Carrier's locker or personal belongings unless said carrier is present to witness such action, unless directed to do so by the United States Postal Inspection Service.


Item 22: Local Implementation of This Agreement Relating Seniority, Reassignments and Posting.


- A. A vacant or newly established duty assignment not under consideration for reversion shall be posted within fourteen (14) calendar days from the day it becomes vacant or is established. The senior bidder, installation wide, shall be the successful bidder on open routes.
- B. Prior to the closing of the bid, the bidder shall have the right to withdraw the bid through written notification to local management no later than the closing time and date of bid(s) posted.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on 10/17/25 at Holden, MO Post Office 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 2023-2026 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.


Amy L. Hover
Postmaster
USPS


Melvin R Moore, Jr
President
NALC, Branch #30