

Local Memorandum of
Understanding
between
United States Postal Service
and
National Association of Letter
Carriers, AFL-CIO
Branch 30
at
Independence, 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 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: 11 Determination of the date and means of notifying employees of the beginning of the new leave year
- 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: 15 The number of light duty assignments within each craft or occupation group to be reserved for temporary light duty assignment.
- 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.
- Item: 17 The identification of assignments that are to be considered light duty within each craft represented in the office.
- Item: 18 The identification of assignments comprising a section, when it is proposed to reassign within an installation employees excess to the needs of a section
- Item: 19 The assignment of employee parking spaces
- 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
- Item: 21 Those other items which are subject to local negotiations as provided in the craft provision of the Agreement
- Item: 22 Local implementation of the Agreement relating to seniority, reassignments and posting

Item: 1 Additional or longer wash-up periods

Reasonable wash-up period will be granted to letter carriers as needed on an individual basis.

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

All regularly assigned letter carriers on regular duty assignments shall be on rotating non-schedule days, excluding those assignments that require less than eight (8) hours on Saturday.

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.

When the installation head has determined that delivery operations will be curtailed or terminated, management shall notify the carriers as soon as possible.

Item: 4 Formulation of local leave program

- A. Carriers seniority for vacation planning will be on a station basis.
- B. Vacation time vacated ten (10) days prior to the Tuesday before the week involved, during June, July and August must be posted. Carriers who were unable to select time during this period shall be allowed to bid on vacated time.
- C. Carriers may be allowed to trade scheduled annual leave, if requested ten (10) days prior to the Tuesday before the work week involved, subject to the approval of management. Due consideration will be given in emergencies

D. Leave charts will be posted at all stations and branches. Each letter carrier contacted by the supervisor and union designees in charge of the leave program will consult the leave chart and notify the parties of his/her choice leave weeks. Charts will be updated as needed by the parties in each station.

E. Requests for annual leave for less than a week will be approved on a first come, first served basis, subject to local operation conditions

F. All letter carriers, including City Carrier Assistants (CCA's), will participate in annual leave bidding process

Item: 5

The duration of the choice vacation period(s).

The choice vacation period will be from the nearest Sunday to May 1 and end with the nearest Saturday to September 30. The choice vacation period will also include the last two (2) full weeks of November and limiting the number of employees off these two (2) weeks to a minimum of 8% of the carrier workforce. This will include up to 70% of the City Carrier Assistants (CCA's) allocation for Independence.

Item: 6

The determination of the beginning day of an employee's vacation period.

Annual leave weeks will begin on Monday and end on Sunday at midnight

Item: 7

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

A. Leave will be bid in one phase bidding to be during the period to be established in accordance with National Agreement, Article 10, Section 3.C

B. In accordance with the provisions of the National Agreement, Article 10, Section 3, D, 1 & 2, the employees shall at their option request two (2) selections during the choice vacation period, in units of either 5 or 10 working days, the total not to exceed the ten {10} or fifteen {15} days

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

Jury duty, military leave or leave to attend national, regional or state conventions will not be charged to the employee's choice vacation period

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

A. 11.5% of the letter carriers shall be allowed off each week during the choice vacation period. This will include up to 70% of CCA's allocated to the Independence Post Office

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

Letter carriers will be notified in writing of their approved annual leave schedule.

Item: 11 Determination of the date and means of notifying employees of the beginning of the new leave year

Notification of the new leave year shall be by November 1 via the bulletin board and written notice to each letter carrier.

Item: 12

The procedure for the submission of applications of annual leave during other than the choice vacation period.

- A. Employee must have an annual leave balance sufficient to cover the requested time period.
- B. Employees will only be able to submit for up to the number of weeks they earned in a leave year during the initial Non-Choice time leave bidding period. If they want to submit for more than what they earn each leave year and have sufficient leave balance they can submit for those additional 40 hours periods in a service week or 32 hour periods with a Holiday in the service week after the initial Non-Choice time leave bidding period.
- C. There will be a two week bidding period of November 1-15 for employee's to bid on this Non-Choice time annual leave. This is leave for 40 hours in a regular service week or 32 hours when a holiday falls in the service week. All other leave will be considered Incidental leave.
- D. Non-Choice time leave will be by section, and the sections are as follows:
 - a. Main Office
 - b. Truman Station
- E. The percent allowed off will be a minimum of 11.5% per week.
- F. Carriers may be allowed to trade scheduled Non-Choice time leave, if requested ten (10) days prior to the Tuesday before the work week involved, subject to approval of management. Due consideration will be given in emergencies.
- G. Employees will be able to submit for Annual leave request less than 40 hours in a service week or less than 32 hours in a service week with a Holiday outside the Choice time period of the nearest

- Sunday prior to May 1st and ending with the nearest Saturday to September 30th and the last two full weeks of November.
- H. Employee must submit Form 3971 in duplicate and the request cannot be dated any earlier than 30 days prior to start of requested leave.
 - I. Leave will be granted by:
 - a. Date 3971 received by supervisor
 - b. Seniority will be the tie breaker if submitted the same day.
 - J. The percent allowed off will be a minimum of 11.5% per week. During these incidental leave periods all leave types below will count towards the total percent allowed off.
 - a. Annual leave
 - b. Sick Leave
 - c. FMLA dependent care
 - d. Military leave
 - e. LWOP,(Unless on Official Union Business)
 - f. C.O.P
 - g. Convention
 - h. Court leave
 - K. Incidental leave will be approved or disapproved within 72 hours of receipt.

Item: 13

The method of selecting employees to work on a holiday

In accordance with the provisions of the National Agreement, Article 11, section 6, employees will be selected to work on a holiday or designated holiday as follows;

1. Part-time Flexible
2. Full-time and part-time regulars for whom it is a holiday or designated holiday, and who volunteer, on the basis of installation-wide seniority
3. City Carrier Assistant(s)

4. Employees for whom it is a non-scheduled work day and who volunteer
5. Full-time and part-time regulars for whom it is a holiday or designated holiday, and who do not volunteer, on the basis of inverse seniority
6. Employees for whom it is a non-scheduled work day and who do not volunteer (juniority)

Item: 14

Whether "Overtime Desired" list in Article 8 shall be by section and/or tour

The overtime desired list shall be by section and will be posted at the stations or branches in accordance with the National Agreement, Article 8

Item: 15

The number of light duty assignments within each crafts or occupation group to be reserved for temporary light duty assignment.

Every effort will be made to show the greatest consideration for employees requiring light duty assignment. Each request will be given careful attention and employees will be reassigned to the fullest extent possible on a case by case basis

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.

- A. Before any employee is assigned to light duty in the letter carrier craft, the installation head or his designee shall consult with the President of Branch #30 or his/her designee as to what job is available

and explain why the assignment is being made. When a request is denied, the employee will be given the reason in writing.

B. A letter from a medical doctor, osteopath, or licensed chiropractor must accompany all requests for light duty assignments.

Item: 17

The identification of assignments that are to be considered light duty within each craft represented in the office.

Light duty assignments in the letter carrier craft may include, but not limited to:

1. Labeling cases
2. Rewriting and repairing carrier route book
3. Performing services on auxiliary mounted routes which the ill or injured employee may be able to perform
4. Normal carrier duties which the ill or injured employee may be able to perform on their route

Item:18

The identification of assignments comprising a section, when it is proposed to reassign within an installation employees excessed to the needs of a section.

Two (2) sections comprise the Independence, MO Installation. They are identified as follows;

1. Main Office
2. Truman Station

Item: 19

The assignment of employee parking spaces.

Employee parking spaces will be made available on a "first come, first served basis". No fewer spaces will be made available than are now in use in the unreserved area, unless, there is a change in the parking situation.

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 requested prior to the determination of the choice vacation to attend union activities will not be charged to that employee's choice vacation period.

Item: 21 Those other items which are subject to local negotiations as provided in the craft provisions of the Agreement

When a letter carrier route or full-time duty assignment other than the letter carrier routes(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 adjustment, highways, housing projects, all routes and full-time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose routes(s) or full-time duty assignment was abolished shall be posted for bid in accordance with the posting procedure in this article.

Item: 22 Local implementation of the Agreement relating to seniority, reassignments and posting

1. Seniority will be installation-wide for bidding on vacant letter carrier assignments.
2. Vacant assignments will be posted for ten (10) days
3. Posting of assignment will provide the information stated in the National Agreement, Article 41 (Article 8) and will state whether route is walking, mounted or partially mounted
4. No assignment will be posted because of a change in starting time, unless the change exceeds two {2} hours.

5. The successful bidder will be placed on the route in accordance with the provisions of the National Agreement
6. A copy of all posted notices affecting vacant letter carrier assignments will be sent to the local
7. A route will be considered to be abolished if there is greater than a 50% change in territory, volume or type of delivery. Article 41.3.O will be implemented when a route becomes vacant or abolished.

A. Policies to be established by management for the Christmas operation will be subject of discussion at a timely scheduled Joint Labor- Management Meeting.

B. Joint Safety and Health Committee

1. There shall be a joint Safety and Health Committee as provided for in the National Agreement, Article 14. The President of the branch or his /her designee will serve as a committee member. Meetings of the committee shall be held at least quarterly and more if necessary.
2. No vehicle will be assigned to a letter carrier unless it can be expected to conform to recognized safety standards. The employer will make every effort to assign the same vehicle to the same full- time route each day, if operational requirements permit. Management may interchange vehicles to equalize mileage and to reflect the mail volume for the various routes. It is the employer's intent that vehicles be maintained in an acceptable state of cleanliness, including periodic washes.

C. Usage of PA System and Telephones

1. Representatives of Branch 30 may be permitted, with the approval of the representative's supervisor, use of the installation public address system when available to make announcements of interest to letter carriers.
2. Representatives of Branch 30 may be permitted, with the approval

of the representative supervisor, use of the installation's telephones for the purpose of performing official duties.

- D. At reasonable intervals, a letter carrier shall be granted the opportunity, upon a timely request, to inspect his/her personnel jacket (except highly confidential items) in the presence of a management representative, provided, such inspection occurs off the clock

- E. Usage of Bulletin Board and Work Order Board
 - 3. All orders, notices and carrier orders will be placed on work order boards.
 - 4. Official bulletin board will be used for official bulletins
 - 5. Management will furnish a bulletin board to be used by the letter carrier craft
 - 6. Representatives of Branch #30 may make a copy of all material placed on the work order board
 - 7. Representatives of Branch #30 may take material home. Union may use copying machine. Materials taken from office must be approved by management.

- F. An updated roster listing all letter carriers by number, in order of seniority in the installation, shall be posted on the station's work board at the beginning of each calendar quarter.

- G. Each letter carrier will be furnished with a copy of Form 1840, as outlined in Handbooks M-39 and M-41

- H. When possible, any official notice or proposals affecting the letter carrier craft will be read aloud before posting by the supervisor in charge

- I. Labor-Management Meetings
 - 1. Meetings will be attended by equal numbers of management and Branch #30 members.
 - 2. Special meetings may be called by mutual agreement
It is agreed that agenda items for discussion at the meeting shall be

exchanged by the President of Branch 30, or his/her designee, and the Postmaster, or his/her designee, at least 24 hours before the scheduled meeting. Items not placed on such agenda shall be discussed only with the mutual consent of the parties

J Wearing Union Identification

1. Officers and stewards will be allowed to wear union pins and/or union identification material
2. Letter Carriers may wear union pins


K Beginning with the 1997 Leave Year, all requests for incidental leave for the coming year will be accepted no earlier than December 1 prior to that leave year. Approval of all requests shall be in accordance with Item 4.E and 12. B of the Local Memorandum of Understanding.

L Effective with the new leave year, carriers will be allowed to cancel partial weeks of annual leave, subject to these guidelines; 1) No cancellation involving a Holiday week; 2) Cancellation notice must be submitted 15 days prior to the week involved; 3) Cancellation will be limited to one week per year per carrier. Scheduling supervisor at each station will monitor the cancellations.


MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on 6/3/20225 at Independence, 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.



Jade Nevitt, Postmaster
USPS Independence, MO



Melvin R Moore, Jr
President, NALC Branch #30