

Local Memorandum of
Understanding
between
United States Postal Service
and
National Association of Letter
Carriers, AFL-CIO
Branch 30
at
Lee's Summit, Missouri
64063

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: 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: 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 the 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 provisions of this agreement.
- Item: 22 Local implementation of this Agreement relating to seniority, reassignments and posting.

Item 1. Additional or Longer Wash-up periods

- A. Reasonable wash-up time will be granted

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

- A. A regular work week with rotating days off will be established

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. In determining part or all postal service curtailment because of emergency conditions, management will consider local or civil authorities emergency orders of local conditions (Lee's Summit). Every effort will be made to ensure the safety of the carriers at all times.

Item 4. Formulation of local leave program

- A. Annual leave for letter carriers will be assigned on a seniority basis (seniority roster) in Lee's Summit MO as an Installation. When delivery units are consolidated into one facility, new annual leave bidding for that facility will not begin until the next calendar year. Carriers consolidating into the new unit shall retain all approved leave bid in the current year.
- B. A vacation calendar will be passed in seniority order to make annual leave selections. Carriers will be allowed to bid both choice and non-choice periods at the same time up to the weeks earned for the current leave year. Choice annual leave selection rules still apply (carriers can request two (2) selections in units of either five (5) or ten (10) days, total not to exceed ten (10) or (15) days as outlined in Article 10.3.D.I and 10.3.D.2 of the National Agreement. Letter carrier's may bid the remainder of their earned leave for the current year, as non-choice annual leave requests, in full week increments, on the final annual leave calendar. Carriers not available to request choice or non-choice annual leave on the leave calendar, shall submit a form 1547 for their choice/non-choice annual leave requests. The choice vacation period will be from first Monday of the week that includes April 1 through the week that includes September 30th.
- C. 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. In the event a letter carrier with approved annual leave transfers to another unit within the installation the carrier shall be allowed to take the leave as scheduled, except in emergency situations.
- D. Canceled scheduled leave in the choice vacation period shall be posted and granted by seniority. Canceled scheduled leave in other than choice period shall be posted as available and approved on a seniority basis. Carriers will be allowed to cancel scheduled leave provided they do so in writing prior to the scheduled week off. In the event a letter carrier with approved annual leave transfers to another unit within the installation, the carriers shall be allowed to take the leave as scheduled, except in serious emergency situations.

- E. City Carner Assistants (CCA's) will be allowed to bid for annual leave pursuant to Item 4 Section B above and be awarded weeks based on their Relative standing. Granting leave under such provisions must be contingent upon the employee having a sufficient leave balance when the leave is scheduled to be taken.

Item 5. The duration of the choice vacation period

- A. The choice vacation period will be from first Monday of the week that includes April 1 through the week that includes September 30th.

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

- A. The beginning day of vacation will begin 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

- A. Employees may request two selections during the choice vacation period not to exceed 5, 10, or 15 days as defined in the National Agreement.

Item 8. Whether jury duty and attendance at the National or State conventions shall be charged to the choice vacation periods

- A. Jury Duty or attendance at National, State or Regional conventions shall not be charged to an employee's choice vacation period. The employee will have a right for selection of other open leave during 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. In the Lee's Summit MO Office, the number shall be twelve (12%) of city earners (including CCA's) during the choice vacation period and eleven (11%) of career city earners during non-choice periods. In the month of December, that number shall be six (6%) of career city earners. In those instances where computing the percentage does not result in a whole number and the fractional result is (.5) or higher, the next whole number shall be considered the correct number. Whenever possible with adequate manpower available all the consideration will be given to additional requests for leave above the given percentage.

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

- A. Official notice of an approved vacation schedule will be provided as soon as possible but no later than January 5th.

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

- A. The Employer shall, no later than November 1, publicize on bulletin boards and by other appropriate means the beginning date of the new leave year, which shall begin with the first day of the first full pay period of the calendar year.

Item 12. The procedure for submission of applications for annual leave during other than the choice vacation period

- A. After the Choice/Non-Choice selection process, there will be a fourteen (14) day period for carriers to acquire any open leave slots based on seniority. This process will finalize the annual leave calendar. After this process, all leave requests will be considered incidental annual leave.
- B. The requests will be given prompt consideration by the employer and should be granted according to the needs of the service.
- C. Incidental leave requests must be submitted in duplicate on PS form 3971 to management no more than thirty (30) calendar days in advance but not less than seven (7) calendar days of the day(s) requested. These requests will be recorded on the day and time when submitted and the duplicate returned to the carrier. Requests will be approved on a first-come basis provided the carrier has annual leave to cover the day(s) requested. In cases of multiple requests being submitted on the same day, the requests will be considered by the date and time submitted. Approval or denial will be given to the carrier no less than five (5) calendar days before the requested day(s). Incidental leave requested outside the thirty (30) and seven (7) day time frame will be approved based on the needs of the postal service and will not be subject to the five (5) day notice requirement.

Item 13. The method of selecting employees to work on a holiday

- A. Part-Time Flexibles
- B. Volunteers for their holiday or day designated as their holiday by seniority
- C. Volunteers on their non-scheduled day by seniority
- D. CCAs
- E. Non-volunteers on their non-scheduled day by in-verse seniority
- F. Non-volunteers on their holiday or day designated at their holiday by in-verse seniority.

Item 14. Whether "overtime desired" lists in Article 8 shall be by section and/or tour

- A. Overtime will be by section, with sections being defined as a station or branch.
- B. If two or more stations or branches are consolidated, there shall be a new overtime desired list created to cover that unit. The new list shall be posted for signing within the first week after physical consolidation. The list shall stay up for 10 days for the carriers of the newly consolidated unit to sign. The new overtime desired list created shall go into effect beginning the first Saturday following the 10 day sign up period. Management of the units consolidating will attempt to equalize overtime opportunities within the unit before consolidation occurs.

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

- A Any available work within the carrier craft that is within a carrier's physical limitations may be considered light duty work, consistent with Article 13 of the National Agreement.

Item 18. The identification of assignments comprising a section, when it is proposed to reassign within an installation employees excess to the needs of the section

- A Each station; branch; carrier division of the general post office; and parcel post and collection division of the Lees Summit, Missouri Post Office is an individual unit and all units comprise the letter carrier's section.

Item 19. The assignment of employee parking spaces

- A. All Available parking spaces will be on first come/first serve basis.

Item 20. The determination as to whether annual leave to attend Union activities requested prior to the determination of the choice vacation schedule is to be part of the total choice vacation plan

- A. Annual leave to attend Union activities requested prior to the determination of the choice vacation schedule is to be a part of the employee's choice vacation period.

Item 21. Those other items which are subject to local negotiations as provided in the craft provisions of this agreement

- A Carrier Uniforms
 1. Winter uniforms will be worn from December through February and summer uniforms from May through September. During March, April, October and November, either complete summer or winter uniform may be worn as dictated by weather, (A summer uniform may include a summer outer jacket, coat or sweater.
 2. Complete Prescribed appropriate seasonal uniforms shall be worn at all times, except that an employee may remove their coat and cap while performing office work. The carrier may also remove their tie as long as they are not in view of the public.

Item 22. Local implementation of this agreement relating seniority, reassignments> and posting

- A. The senior bidder, city wide (seniority roster of Lee's Summit Mo) shall be the successful bidder on an open assignment.
- B. Posting:
 - 1. Posting will be on designated bulletin board at all delivery units.
 - 2. Length of posting will be 10 days
 - 3. A letter carrier may bid on as many routes as desired. If more than one route is bid on in any one notice, choice shall be indicated by first choice, second choice etc...
 - 4. Letter carriers applying for an assignment shall use any of the electronic methods (via phone or internet) available to them during the posting dates. To be eligible for consideration, the bid must be received by the reviewing authority no later than the closing time and date posted on the bid notice.
 - 5. Prior to the posting closing for bid, the bidder will have the right to withdraw the bid, provided the withdrawal requested is completed through electronic methods (via phone or internet).
 - 6. A copy of all posted and successful bids affecting the letter carrier craft shall be made available to Branch 30 stewards. Branch 30 stewards may review bids upon request of the postmaster.
- C. A Seniority list of employees in the letter carrier craft will be updated and provided Semi-annually to the branch 30 stewards
- D. In accordance with Article XLI, Section 3, (0) of the national agreement

When a letter carrier route of full-time duty assignment, other than the Letter carriers' route(s) or full-time duty assignment(s) of the junior employee(s) is abolished at the delivery unit as a result of but not limited to route adjustments, highway, and housing projects. All routes and full-time duty assignments at that unit held by letter carriers(s) who are junior to the carriers whose route(s) or full-time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this article.
- E. When a letter carrier route of full-time duty assignment, other than the letter carriers' route(s) or full-time duty assignment(s) of the junior employee(s) is abolished within the installation as a result of but not limited to route adjustments, highway and housing projects. All routes and full-time duty assignments within the installation held by letter carrier(s) who are junior to the carriers whose route(s) of full-time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this article.
- F. When a carrier route within a group of routes served by the same assigned carrier or assigned utility carrier become vacant the carriers within this group, including the T-6 (utility carrier) may acquire the off day of the vacant assignment by seniority bid, the request must be made prior to the posting of the vacant route.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on **June 17th, 2025** at **Lee's Summit, 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.



Marilyn Edwards
Postmaster, USPS



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