

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

**UNITED STATES POST OFFICE
LEXINGTON, MISSOURI**

AND

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

2023-2026

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NATIONAL ASSOCIATION OF LETTER CARRIERS

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ITEM 1. Additional or longer wash-up periods

Reasonable wash-up time will be granted on an as needed basis pursuant to Article 8, Section B of the 1984 National Agreement.

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

Employees will maintain regular 5 Day work week with fixed days off bid by seniority.

ITEM 3. Guidelines for the curtailment of or termination of postal operations to conform to orders of local authorities of as local conditions warrant because of emergency conditions.

- A. The orders of civil authorities and local conditions such as tornados etc., will be considered by Management in the determination of whether any part of the Postal Service is to be curtailed or terminated.
- B. When emergency situations such as tornado warnings arise, carriers will seek shelter until emergence has passed.

ITEM 4. Formulation of local leave program.

1. The Leave Calendar shall be passed throughout the carrier workforce by seniority, and each carrier will indicate his or her selection for the choice vacation period in the Calendar.
2. All City Carriers (including CCAs) will participate in Annual Leave bidding process.
3. If 2 or more CCA's are on the roster during the vacation bidding, their 5 Day break will not be blocked out on the vacation bidding calendar. If only 1 CCA is on the roster during the vacation bidding their 5 Day break will be blocked out on the vacation bidding calendar during the second round of bidding (non-choice).

ITEM 5. The duration of the choice vacation period.

The choice vacation period shall be from the first full week in May through the last full Week in May through the last full week of September.

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

Employee's vacation period shall begin on Monday and run through 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.

Each letter carrier will be granted two (2) selections at his or her option during the choice Vacation period as outlined in Article 10, Section 3 of the National Agreement.

ITEM 8. Whether jury duty and attendance at National or State Convention shall be charged to the vacation period.

- A. Jury duty or convention attendance shall not be charged to choice vacation time.
- B. The NALC convention week will be reserved for the union prior to the bidding procedure.
- C. RAP Session will be reserved for the union prior to the bidding procedure.

ITEM 9. Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.

One carrier will be granted bid annual leave each of the choice vacation period.

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

Each carrier craft employee will submit, following final selection of their choice and non-choice vacation periods, PS Form 3971 in duplicate, filling in all applicable items. A copy, signed by the Postmaster, will be returned to each carrier craft employee by January 31.

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

1. Employee must have an annual leave balance sufficient to cover the requested time-period.
2. Employees will be able to submit for up to the number of weeks they earn in a leave year during the initial Non-Choice time leave bidding period. This leave will be bid in conjunction with Choice leave bidding.
3. If employees want to submit for their accrued leave and have sufficient leave balance, they can submit for additional 40 hours periods in a service week or 32 hours with a Holiday in the service week. Leave can be submitted up to 45 Days in advance of requested period. Leave request may be declined by management if need of the service can be demonstrated.
4. Annual leave requests less than 40 hours or 32 hours with a holiday in the service week will be on a first come first serve basis.
5. Must use leave will be bid and approved.
6. Minimum of one (1) person will be allowed off week.

ITEM 13. The method of selecting employees 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 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. All full-time and part-time regular employees who possess the necessary skills and have volunteered to work on their nonscheduled day by seniority.
4. City Carrier Assistant employees.
5. Full-time regulars who **do not** volunteer on what would otherwise be their nonscheduled day by inverse seniority.
6. Full-time regulars who **do not** volunteer on what would otherwise be their holiday or designated holiday by inverse seniority.

ITEM 14. Whether "Overtime Desired" lists in Article VIII shall be by Section and/or tour.
Overtime desired lists shall be determined by crafts.

ITEM 15. The number of light assignments within each craft or occupational group to be reserved for temporary or permanent light duty assignment.
Light duty assignments will be determined 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.

1. Light duty assignment may be derived by combining types of duties as those referred to in Item 17 of this agreement.
2. The installation head shall review and evaluate each request for light duty on a case-by-case basis taking into consideration the recommendations of the local union.

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

Light duty assignments within the Letter Carrier Craft, consistent with the physical Limitations of the light duty letter carrier, may include, but not limited to:

1. Casing routes, including the letter carrier's own route, and any other office duties related to the Letter Carrier Crafts.
2. Labeling of letter carrier cased.
3. Auxiliary routes or any part thereof.
4. Relays and Parcel Post Delivery and Collection Routes.
5. Assisting on other route books.
6. Rewriting carrier route books.
7. Training new employees.

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.

Seniority shall determine reassignment of employees excessed within a craft.

ITEM 19. The assignment of employee parking spaces.

Employee parking shall be by choice on arrival except those already assigned.

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 to attend Union activities shall not 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.

Quarterly Labor-management meetings will be resumed.

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

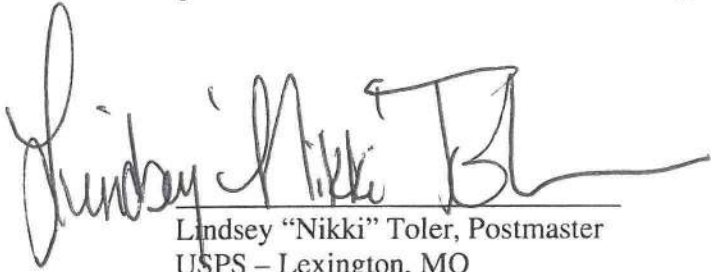
Local implementation of this agreement relating to seniority reassignment, and posting will comply with the National Agreement.

1. 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(s) was abolished shall be posted for bid in accordance with the posting procedures in Article 41.3.O.
2. Route is considered abolished if the possible deliveries change over 50%.


MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on 06/04/25 at Lexington, 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.



Lindsey "Nikki" Toler, Postmaster
USPS – Lexington, MO



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