

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POST OFFICE

PLEASANT HILL, MISSOURI

64080

AND

NATIONAL ASSOCIATION OF LETTER
CARRIERS,

AFL-CIO BRANCH #30

2023-2026

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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 for washing up after performing dirty work or incident to personal needs as current established.

ITEM 2: THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF

All Regular Letter Carriers will have a work week of Five days with fixed days off. Work weeks beginning Saturday thru Friday.

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

The Pleasant Hill Post Office shall comply with request by local (City and County), State and Federal official in regard to any emergency that may be an endangerment to life or limb of the people in the affected area.

Section B: Management must weigh these factors and act, in consultation

the welfare of the employees at all times. Management will notify the ranking union official on duty of its decision and plan of implementation. Employees will seek cover during a local Tornado warning, until the all clear is given.

ITEM 4: FORMULATION OF LOCAL LEAVE PROGRAM

- A. City Letter Carriers (Including PTF, CCA'S) by seniority shall submit their request for leave for the year, both choice and non-Choice
- B. During the month of December if the Pleasant Hill Post Office has a CCA available, Vacation may be awarded.
- C. Cancellation of annual shall be reposted if such cancellation is made two or more weeks prior to the scheduled leave.

ITEM 5: THE DURATION OF THE CHOICE VACATION PERIOD

The choice vacation period shall be May 15 through September 15.

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

City Letter Carriers will begin their vacation 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 (10) DAYS.

An employee may, at his option, request two (2) selections 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 beginning of each year when convention 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 earned leave. See. ITEM 4

ITEM 10: THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACTION 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

See Item 4

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 possesses 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. Notice inviting bids for City Letter Carrier assignments and other such assignments for which a Letter Carrier is entitled to bid shall be posted on the official bulletin board for a period of the (10) days. If requested by the employee, a copy of the posting shall be forwarded to the employee's home address when such employee is absent from duty during the period of posting.
- B. In accordance with the National Agreement, and updated seniority roster of City Letter Carrier employees will be furnished to the Union in January and July of each year.

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

- A. A seniority list of employees in the Letter Carrier craft shall be provided to Branch 30
- B. 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 Carriers 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.


- C. 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 **6/04/2025** at Pleasant Hill, 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.


Yvonne N. Thomas
Postmaster, Pleasant Hill


Melvin R. Moore
President, NALC Branch #30