

**LOCAL MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**UNITED STATES POST OFFICE  
RICHMOND, MISSOURI**

**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 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. The Letter Carrier Craft at the Richmond Post Office may change to rotating or fixed days off by majority vote of regular assigned carriers. The President, Branch 30, NALC, will certify in writing to Director, Field Operations, of the desired change. Service requirements permitting, the change will be granted one (1) time during the life of the agreement.
- B. The Letter Carrier Craft at the Richmond Post Office have a flexible starting of 7:30 am to 7:40 am. Starting times outside this time frame must be pre-approved by management. (Subject to the availability of the mail due to transportation and automation at which time the flexible start time window will be renegotiated.)

**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**

Employer should take into consideration such factor as the safety and health of its employees.

**Item 4: Formulation of Local Leave Program**

- A. PS Form 1547 (Calendar), application for annual leave for vacation planning purposes, will be submitted in duplicate by January 15. Management will process the request 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. Annual leave for Letter Carriers during the choice vacation period will be assigned on a seniority and relative standing basis.
- C. Letter Carriers (including City Carrier Assistance) will be allowed to bid both choice and non-choice periods at the same time up to the weeks earned this leave year using PS Form 1547 (not to exceed 26 days).

- D. 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.
- E. All leave cancellations during the choice vacation period, if cancelled two weeks prior to the scheduled leave dates, shall be reposted for bid and granted to Letter Carriers by seniority.
- F. The person bidding on the cancelled leave must submit a request, no later than the day prior to the posting of the scheduled, for the service week that includes the 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 April 15 to October 1.

**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 leave earned annually.

**Item 8: Whether Attendance At National or State Conventions Shall Be Charged to the Choice Vacation Period**

A Letter Carrier Who attends a National, State, or Regional Convention during the choice vacation period is eligible for another available period provided this does not deprive any other Letter Carrier of the Carrier's choice for scheduled vacation.

**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 two (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 (including City Carrier Assistants) shall receive annual leave in the other weeks outside the choice (non-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 written notice to each Letter Carrier of the vacation scheduled approved for the Letter Carrier as soon as possible, but no later than February 5.

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

- A. After the completion of vacation scheduling (February 5), carriers will be allowed to request(s) additional weeks of annual leave by submitting in duplicate on PS Form 3971 to management no less than seven (7) calendar days before the week(s) requested. Requests will be approved on 1<sup>st</sup> come basis provided:
  - a. Another carrier has not been approved with scheduled leave and,
  - b. The carrier has annual leave to cover the week(s) requested.
- B. 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 17: The Identification of Assignments That Are to Be Considered Light Duty Within Each Craft Represented in the Office**

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. The senior qualified applicant for a vacant assignment shall be placed in the new assignment within (10) days of the closing of the bids, unless on leave, except that during the month of December, he shall be placed on the first work in January.
- B. Utility assignment vacancies are to be posted and bid for in the same manner, and subject to the same provisions as provided above.
- C. The Successful bidder shall not have retreat rights to his prior assignment. A Letter Carrier is able to bid and be awarded his prior route if he/she is the successful bidder.

**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. Notice inviting bids for Letter Carrier Craft assignments and to such other assignment 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.
- C. 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.
- D. The seniority list and relative standing list of employees in the Letter Carrier Craft will be provided annually to the President of Branch 30.
- E. In accordance with Article XLI, Section 3, (O) of the National Agreement:  
"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 carriers(s) whose route(s) was abolished shall be posted for bid in accordance with the posting procedures in this Article."

- F. No route shall be reposted when there is a change in starting time.
- G. When route adjustments cause territorial changes of more than 50% of route involved, management will make every practicable effort to assign territory to carriers involved in changes according to seniority.

**Items Carried Forward:**

**The Following Items are Carried Forward From Prior Local Memoranda of Understanding**

- A. 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.
- B. During the month of November, representatives of management and of Branch 30 shall meet for the purpose of consulting and preparing a Local Memorandum Of Understanding on the policies to be established in the local Christmas operation.
- C. No Letter Carrier shall be permitted to perform any duties unless he/she is on official time.

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on 06/06/25 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.



Kyle Slusher, Postmaster  
USPS – Richmond, MO



Melvin R. Moore  
President, NALC Branch #30