

# **LOCAL MEMORANDUM OF UNDERSTANDING**



**CLERK AND MAINTENANCE CRAFT**

**2010-2015**

# **MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**THE UNITED STATES POSTAL SERVICE**

**MT. HOOD DDC**

**AND**

**THE AMERICAN POSTAL WORKERS UNION, AFL-CIO**

**PORTLAND OREGON AREA LOCAL**

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**CLERK & MAINTENANCE CRAFT**

**2010-2015**

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**Item# 1 - Additional or longer wash-up periods.**

Clerk Craft - Reasonable wash up time will be granted to all Clerks prior to lunch, and to Clerks who perform exceptionally dirty work prior to the end of tour.

Maintenance Craft - Reasonable wash-up time will be granted to those employees who perform dirty work or work with toxic chemicals.

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

Clerk Craft - The basic work week shall have fixed consecutive days off. Other schedules may be established upon mutual agreement between Management and the Union.

Maintenance Craft - The basic work week shall have fixed consecutive days off. Other schedules may be established upon mutual agreement between management and the Union.

**Item#3 - Guidelines for the curtailment or termination of postal operations to conform to orders of local authority or as local conditions warrant because of emergency conditions.**

In the event of Acts of God or other emergencies, Management will determine whether conditions are such that postal operations should be curtailed or terminated, taking into account the needs of the service, advice and restrictions of local civil authorities, and the safety and welfare of postal employees. Management shall notify the Union of such a determination as soon as is practicable.

**Item#4 - Formulation of Local Leave Program.**

**A. Total Vacation Period**

The total vacation period to be included on the annual leave schedules shall run from the first day of the first full pay period of the calendar year through the last pay period of the calendar year.

Clerk Craft

In the automation sections, the second full week of December through the week containing Christmas will have two (2) slots available.

In the flats sections, the second full week of December through the week containing Christmas will have one (1) slot available per week.

**B. Full Weeks**

Employee selections must be in units of full weeks.

**C. Leave Schedules**

Clerk Craft

Schedules will be provided as follows, subject to changes by mutual agreement during the life of the Memorandum.

Employees will sign for leave in the annual leave schedule associated with their principal assignment area.

There will be one schedule for each tour of the Automation area and one schedule for each tour of the Flat Sorter/Manual area.

#### Maintenance Craft

Employees will sign for leave in an annual leave schedule associated with their occupational group, level, and tour.

1. Electronic Technicians
2. Mail Processing Mechanics
3. Maintenance Mechanics
4. Building Equipment Mechanics
5. Group Leader/Custodial
6. Labor/Custodial
7. Maintenance Operations Support

In all craft annual leave sign-up books at least one annual leave sign-up slot will be provided for each week in the leave year. Changes in pay locations which affect annual leave scheduling shall only be made by mutual consent between the parties.

Schedules may be changed by mutual agreement during the life of the memorandum.

#### **D. Presentation Procedures**

Both parties agree to cooperate in order to complete the Annual Leave sign-ups in the most expeditious manner possible.

#### Clerk Craft

1. During the annual leave sign-up, the APWU designees at each facility will present the necessary Annual Leave Sign-up information to the employees.
2. All signing for scheduled vacation shall be completed prior to the beginning of the following leave year addressed in Section 4-A. The employee shall be responsible for predetermining the vacation period(s) desired. If a selection is not made in the time allotted, the employee will be passed and others will be allowed to make their selection. By-passed employees may sign when ready but their selection shall not deprive others of their selection.
  - a. Employees in sections utilizing Annual Leave Bidding Sheets shall return their Annual Leave Bidding Sheets to the appropriate point by the date specified, or shall be passed over until the bidding sheet is returned, unless it is brought to the attention of the APWU designee that unforeseen circumstances prevented the employee from returning the sheet on time.
  - b. If an employee in a section utilizing the Annual Leave Bidding Sheets has selected a week which has been filled by senior employees, the employee will have 24 hours to make another selection from the time a complete list of weeks is presented to him/her.

- c. As with all Annual Leave sign-up procedures, in no event shall an employee be bypassed out of seniority simply because a week or combination of weeks chosen were not available.

#### Maintenance Craft

During the annual leave sign-up, the APWU designee will present the schedule to the maintenance employee. Recognizing that there may be times when an employee will not be ready to make a selection, 48 hours will be given for the employee to decide. If a selection is not made in that time, the employee will be passed over and others will be allowed to make their selection. Bypassed employees may sign when ready but their selection shall not deprive others of their selection.

#### Military Personnel

Prior to the annual leave sign-up, military personnel will make every effort to present their schedule of military duty, if known, to their supervisor. If the schedule for military duty is not known or available prior to annual leave sign-up, military personnel will notify their supervisor as soon as their schedule is known.

An employee who is called for military duty during the employee's scheduled choice period is eligible for another available period provided this does not deprive any other employee of first choice for scheduled vacation.

#### Employees on Leave during Sign-up

In the event that an employee will be on leave during his/her selection vacation sign-up, such employee must leave a prioritized list of their desired weeks.

#### **E. Taking Leave As Scheduled**

Employees are expected to take their scheduled annual leave during the week signed for unless some emergent condition prevents them from doing so. The employee, with two weeks notification to their supervisor on Form 3971, may elect to use a minimum of 3 days of annual leave within the week signed for. Holiday and scheduled days off are excluded and shall not be counted as annual leave days. The usage and granting of less than 3 days of leave will be considered a withdrawal and counted as incidental (Section F).

#### **F. Withdrawing**

When an employee needs to withdraw from the vacation period he/she signed for, a written notice shall be given to their immediate supervisor. Notification will be given to the immediate supervisor as soon as possible. Notification will be given to the APWU designee as soon as possible in order to be processed and posted for bid.

Annual leave vacancies created by withdrawal with at least 2 weeks advanced notice will be posted for bid for seven days and will be available for choice on a seniority basis to employees within the same annual leave schedule.

Annual leave vacancies created by withdrawal with two weeks or less notice will NOT be re-posted unless agreed upon by both parties.



Annual Leave vacancies created by an employee bidding on a vacant slot, as provided above, will NOT be made available for re-posting.

#### **G. Retaining Annual Leave Period When Reassigned**

When an employee has scheduled Annual Leave in advance as required by the Local Agreement and afterwards is awarded another position through the bid process, the scheduled period(s) will be retained unless such retention would work an extreme hardship on the gaining unit. If the decision is that an extreme hardship would occur, the reason shall be explained to the employee by the Supervisor making the decision, and the employee will be guaranteed an equivalent number of periods at some other time in the current leave year, subject to service needs and the personal desires of the employee.

#### **H. Availability**

Clerk Craft leave books will be kept in the appropriate Supervisor's office by the Supervisor, and will be made available to employees and APWU Stewards as requested.

Maintenance leave schedules will be posted and available for review by employees or the Union.

#### **I. Leave for APWU Officers**

The full-time President and Vice President of the Portland Oregon Area Local APWU shall be permitted to be absent on leave without pay up to the maximum time allowed by leave regulations of the U.S. Postal Service.

#### **Item#5 - The duration of the choice vacation period.**

Clerk Craft - The choice period will run for 23 consecutive weeks beginning with the second week in May. In addition, Portland and Vancouver Public School spring breaks, the week of Thanksgiving, the week identified as Chinese New Year, and the first full week after Christmas, will also be considered choice weeks.

Maintenance Craft - The choice vacation period shall run from the last full week in May through the second full week in September.

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

Clerk Craft - The first day of the employee's annual leave shall be the first day following their days off. The signed week shall be the week which will contain the majority of the work days. A week of annual leave is intended to include two non-scheduled days, followed by five days of leave, followed by two non-scheduled days. No employee will be required to work overtime on either their non-scheduled days prior to scheduled leave, or on their last scheduled work day prior to their scheduled days off of leave.



### Maintenance Craft

- A. A week of annual leave is intended to include the 4 adjacent non-scheduled days for a total of nine days.
- B. The first day of an employee's annual leave shall be the first day following their days off. The signed week shall be the week which contains the majority of the work days, except as provided below.
- C. At the option of the employee, the vacation taken may be the actual week signed for. In this case the employee shall request a change of schedule for their own benefit to accommodate their vacation choice. Such request shall be approved unless it imposes an extreme hardship on the service.

**Item#7 - Whether employees at their option may request two selections during the choice vacation period, in units of either 5 or 10 days.**

During the first round of signing by seniority for Annual Leave:

- a. Employees who earn 13 days of annual leave per year may, at their option, sign for ten (10) days of continuous leave or may sign for two (2) selections of full weeks during the Choice Vacation Period, the total not to exceed ten (10) days.
- b. Employees who earn 20 to 26 days of annual leave per year may, at their option, sign for fifteen (15) days of continuous leave or may sign for two (2) selections, the total not to exceed fifteen (15) days during the Choice Vacation Period.

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

Written requests to attend National and/or State Conventions will be submitted to the Facility Manager as early as possible. Management will allow delegates, as certified by the Local Union, leave outside the choice vacation sign up to the extent possible.

An employee who is called for Jury Duty during their choice vacation period may request a like number of weeks of vacation, as long as the choice does not deprive another employee of their scheduled vacation.

**Item#9 - Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.**

Clerk Craft - The maximum number of Clerk Craft employees to be granted signed Annual Leave weeks during the Choice Vacation Period will amount to 4.5% of the Choice Period Annual Leave sign ups. Total Choice Period Annual Leave sign-ups will be based on the Clerk Craft employees on the rolls as of the beginning of Pay Period 21 of the year and in accordance with Article 10.3.D of the National Agreement.

Maintenance Craft - Total choice period annual leave sign-ups will be based on the Maintenance Craft positions on the rolls as of the beginning of Pay Period 21 of the year and in accordance with Article 10.3.D of the National Agreement.

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

The annual leave sign-up schedules/postings shall be recognized as the official notification of scheduled leave.

**Item# 11 - Determination of the date and means of notifying employees of the beginning of the new leave year**

The Employer shall post the date of the beginning of the new leave year in a prominent manner on the Clerk and Maintenance employee bulletin boards no later than November 1.

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

Clerk Craft

**A. Scheduling Additional Annual Leave during Sign-up Period**

On the second annual leave sign-up, the employee may sign for any uncommitted amount of annual leave earned during the leave year, if they so desire, by seniority. Weeks will be awarded for the time desired on lists either within any remaining spaces in the Choice Vacation Period or in spaces outside the Choice Vacation Period.

**B. Application for Other Annual Leave**

After all employees have had all of the opportunities to schedule their vacations for the following year, any additional annual leave needs of the employee shall be subject to the following procedures:

1. Employees may sign on a first-come, first-serve basis for those weeks remaining on the leave schedules. The employee, with two weeks notification to their Supervisor on Form 3971, may elect to use 1-5 consecutive days of Annual Leave within the week signed for. If the employee elects to use less than 5 days, the remaining days will be available for sign-up by other employees within the leave week, not to exceed five days for the week.
2. For Advance Annual Leave requests for personal reasons of up to one week, the employee will contact his/her Immediate Supervisor. The employee is responsible to insure that the immediate Supervisor acknowledges receipt of their request (via a signed PS Form 3971). A copy of the PS Form 3971, initialed by the Supervisor, shall be given to the employee at the time of the request. The immediate Supervisor will determine, subject to work conditions, whether or not the employee can be granted the leave and shall inform the employee as soon as possible, but in no instance shall the notification be later than 48 hours after the immediate supervisor receives the Form 3971. Where no action was taken within this period, the request for such period must be approved.
3. Awarding of Annual Leave in amounts of less than eight (8) hours on a daily basis shall be on a first-come, first-serve basis by section and starting time and shall be handled independently of scheduled Annual Leave.



### Maintenance Craft

Employees may sign for annual leave during other than choice periods on the second and third round.

At the completion of the first two rounds of the annual leave sign-up, and after all employees have had the opportunity to schedule vacations for their leave earned in the year, any additional annual leave needs of the employee shall be subject to the following procedures:

- A. There will be a third round and employees may now make selections from remaining weeks for any accrued leave weeks they wish to use.
- B. Employees may, at any time, sign for additional vacation in selections of full weeks, on a first come, first served basis, for those weeks remaining available. A Form 3971 shall be submitted at the time of the request. In no event shall notification be later than 48 hours. Such request shall be approved unless it would create an extreme hardship due to off site training needs. The Form 3971 shall be submitted at least 2 weeks prior to the proposed week(s). The posted annual leave sign-up sheets will be updated immediately by the supervisor as vacation leave is requested or withdrawn.
- C. For advance leave requests of less than one week, the employee shall submit request Form 3971 to their immediate supervisor. The supervisor will determine, subject to the work conditions, whether the employee can be granted the leave and shall inform the employee as soon as possible. In no event shall notification be later than 48 hours.

### **Item#13 - The method of selecting employees to work on a holiday**

#### **A. Holiday Lists**

To determine which employees wish to volunteer to work on a holiday or day designated as the employee's holiday, management will post a list for employees to sign. The holiday sign up sheets will be posted for at least two (2) weeks. The holiday sign-up sheet will be taken down the Tuesday prior to the Tuesday holiday schedule posting.

#### **B. Method of Selecting Employees (Clerk Craft)**

In selecting employees to work on holidays, the following priorities will be followed:

1. Full-time employees within the section, who have volunteered to work on their holiday or day designated as their holiday.
2. Postal Support Employees who have volunteered to work.
3. Postal Support Employees who have not volunteered to work.
4. Full-time volunteers within the section who have volunteered to work a sixth day.
5. Full-time employees outside the section who have volunteered to work on their holiday or day designated as their holiday.
6. Full-time volunteers within the section who have volunteered to work a seventh day.
7. Full-time regular volunteers outside the section who have volunteered to work a non-scheduled day.
8. Full-time employees who have not volunteered to work their holiday or designated holiday, by juniority, within the section.
9. Full-time employees who have not volunteered to work their non-scheduled day, by juniority within the section.

Employees on light/limited duty will be scheduled to work in accordance with the above order, provided the work is within their restrictions.

#### C. Method of Selecting Employees (Maintenance Craft)

In selecting employees to work on holidays, the following priorities will be followed:

1. Full-time or part-time employees who have volunteered to work on their holiday or day designated as their holiday, by tour.
2. Postal Support Employees.
3. Full-time or part-time employees who have volunteered to work a non-scheduled day, by tour.
4. Full-time or part-time employees who have not volunteered to work their holiday, or designated holiday, by juniority, by tour.
5. Full-time or part-time employees who have not volunteered to work their non-scheduled day, by juniority, by tour.

Employees on light/limited duty will be scheduled to work in accordance with the above order, provided the work is within their restrictions.

#### D. Sections for Holiday Scheduling

Holiday scheduling will be done on a section, tour, skill, and juniority basis. Sections for holiday scheduling will be defined as follows:

##### Clerk Craft

Automation Section

Manual/Flat Sorter Section

##### Maintenance Craft

1. Electronic Technicians
2. Mail Processing Equipment Mechanics
3. Maintenance Mechanics
4. Building Equipment Mechanics
5. Group Leader/Custodial
6. Labor/Custodial
7. Maintenance Operations Support

#### E. Exemptions in Selection

No employee shall be scheduled to work on his/her holiday in conjunction with scheduled annual leave unless he/she volunteers by signing the holiday list.

#### **Item# 14 - Whether "Overtime Desired" lists in Article 8 shall be by section and/or tour.**

A. In the Clerk and Maintenance Crafts of the APWU, an overtime desired list shall be established on a tour and section basis.



B. For purposes of this article, sections shall be defined as:

Clerk Craft

1. Automation Section, each tour.
2. Manual/Flat Sorter Section, each tour.

Maintenance Craft

1. Electronic Technicians
2. Mail Processing Equipment Mechanics
3. Maintenance Mechanics
4. Building Equipment Mechanics
5. Group Leader/Custodial
6. Labor/Custodial
7. Maintenance Support Clerk

C. Overtime Desired List employees will be utilized to the maximum extent possible prior to required overtime for non-ODL employees. Employee preferences as to number of hours worked and/or work on a non-scheduled day will be honored, if possible, based on work conditions.

D. It is the intent of Management that whenever possible non-ODL employees shall not be required to work overtime on their scheduled day unless notification of such overtime is given prior to the final rest break or one hour, whichever is earlier. ODL employees shall receive one hour notification of overtime whenever possible.

E. It is the intent of Management that whenever possible non-ODL employees shall not be required to work on a nonscheduled day unless notification of such overtime is given by Wednesday of the proceeding week prior to the employee's nonscheduled day(s).

**Item# 15 - The number of light duty assignments within each craft or occupational group to be reserved for temporary or permanent light duty assignment.**

Clerk Craft

Maintenance Craft

(No negotiated language)

**Item#16 - The method to be used in reserving light duty assignments so that no regularly assigned member of the regular workforce will be adversely affected.**

Clerk Craft

Requests for light duty shall be written requests.

Assignment to permanent light duty shall be in accordance with the provisions of Article 13 of the National Agreement and other laws and regulations.

The need for temporary light duty shall be supported by medial documentation submitted by the employee every thirty (30) days.

#### Maintenance Craft

- A. Requests for light duty shall be written requests.
- B. Assignments to permanent light duty shall be in accordance with provisions of Article 13 of the National Agreement and other laws and regulations.
- C. The need for temporary light duty shall be supported by medical documentation submitted by the employee every thirty days.

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

For the purposes of this article, permanent light duty assignments available shall be identified as being 8 hour assignments, unless in a NTFT position, then bid position number of hours.

#### **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.**

#### Clerk Craft

- 1. Automation Unit, by pay level and tour.
- 2. Manual Distribution Operations Unit, by pay level and tour.
- 3. AFSM Operations Unit, by pay level and tour.

Any additions to or subtractions from the above list will be subject to mutual agreement by the APWU and USPS.

#### Maintenance Craft

- 1. Electronic Technicians
- 2. Mail. Processing Equipment Mechanics
- 3. Maintenance Mechanics
- 4. Building Equipment Mechanics
- 5. Group Leader/Custodial
- 6. Labor/Custodial
- 7. Maintenance Operations Support

#### **Item#19 - The assignment of employee parking spaces.**

Employee parking will be on a first come, first serve basis.  
Employees shall be responsible for parking violations/consequences.

#### **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.**

Clerk Craft - Annual Leave approved to attend Union activities prior to the granting of choice vacation leave weeks will be counted in the choice period sign-ups. Management shall make every effort to grant leave for Union officers and Stewards to attend Union seminars and business sessions (training). Such requests shall be honored providing the absence does not adversely affect Postal Operations. A properly completed 3971 requesting annual leave or leave without pay should be submitted at least forty eight (48) hours in advance of such requests.

Maintenance Craft - (No negotiated language)

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

A bulletin board shall be provided for the exclusive use of the APWU Clerk Craft.

A bulletin board shall be provided for the exclusive use of the APWU Maintenance Craft in the employees' station.

**Item#22 - Local implementation of this Agreement relating to seniority, reassignments and posting.**

**A. Seniority List**

A new seniority list for each craft shall be provided to the Union once a Postal Quarter.

**B. Place of Posting**

Clerk Craft vacancies shall be posted through the medium of the HRIS Vacancy Notice on the third Friday of each accounting period. Vacancy postings shall be in accordance with Article 37. Vacancies shall be posted on the designated bulletin boards.


Maintenance Craft vacancies shall be posted on the official bulletin boards in the maintenance units. Vacancy postings shall be in accordance with Article 38.

Any employee bidding on a vacant or newly established duty assignment shall be able to cancel his/her bid up to and including the last date and time that bids are to be accepted.

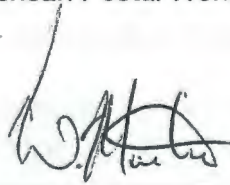
**C. Copies of vacancy posting and award notices shall be provided to the Union.**

**Article 43 (Maintenance) / Duration (Clerk)**

The preceding Memorandum of Understanding between USPS, Mt. Hood DDC and the APWU, Portland Oregon Area Local, Maintenance and Clerk Crafts shall be effective on the date shown below and remain in full force and effect until such further time as directed by the National parties of the United States Postal Service and the American Postal Workers Union.



Sharon Blackburn-Facility Manager  
United States Postal Service  
Mt. Hood DDC



William Martin-Chief Negotiator  
American Postal Workers Union, AFL-CIO  
Portland Oregon Area Local

12-9-2011  
Date

12/9/11  
Date