

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE UNITED STATES POSTAL SERVICE

BELLWOOD, IL. 60104

AND

JOHN GRACE BRANCH 825

NATIONAL ASSOCIATION OF LETTER CARRIERS

AFL-CIO

PREAMBLE

This Memorandum of Understanding, made and entered into at Bellwood, Illinois by and between authorized representatives of the United States Postal Service and John Grace Branch No. 825 of the National Association of Letter Carriers, AFL-CIO, pursuant to the provisions of Article 30 of the 2019-2023 National Agreement, constitutes the entire agreement of local implementation of the terms of the 2019-2023 National Agreement.

ARTICLE 1

RECOGNITION

This Memorandum of Understanding covers all employees of the Bellwood Post Office for which the National Association of Letter Carriers, AFL-CIO has been recognized as the exclusive bargaining representative at the national level with respect to wages, hours, and other terms and conditions of employment unless otherwise superseded by the terms of the National Agreement of 2019-2023.

ARTICLE 2

WASH-UP TIME

Each letter carrier in the Bellwood Post Office will be granted reasonable wash-up time per day.

ARTICLE 3

NON-SCHEDULED DAYS

Section 1.

All full-time regular letter carriers will have rotating non-scheduled days.

ARTICLE 4

CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS

The decision for curtailment or termination of Postal Operations to conform to the orders of local authorities or as local conditions warrant because of emergency conditions, shall be made by the installation head. When the decision has been reached to curtail Postal Operations, to the extent possible, management will notify and seek the cooperation of local radio and television stations to inform employees.

ARTICLE 5

HOLIDAY SCHEDULING

The scheduling of employees on a Holiday or day designated as their Holiday will be in the following order of priority:

- 1) Part-time flexible letter carriers to the maximum extent possible.
- 2) All full-time regular letter carriers who have volunteered to work on the Holiday or day designated as their Holiday by seniority.
- 3) City carrier assistants to the maximum extent possible.
- 4) All full-time regular letter carriers on their non-scheduled day in the following order of priority and to the maximum extent possible:
 - a) those employees who have signed the 10/12-hour Overtime Desired List;
 - b) those volunteers who have signed the Work Assignment Overtime Desired List by seniority;
 - c) those volunteers who have not signed onto any Overtime Desired List by seniority.
- 5) All full-time regular employees who have not volunteered to work on the Holiday or day designated as their Holiday, by inverse seniority.

ARTICLE 6

OVERTIME DESIRED LIST

Section 1.

The Overtime Desired List for letter carriers will be administered on an installation-wide basis.

Section 2.

In an effort to ensure equitable opportunities for overtime among those employees on the Overtime Desired List, the Employer will provide the Union with the following documentation:

a) A quarterly list of overtime hours worked and missed by employees on the Overtime Desired List, summarized and updated on a bi-weekly basis.

Section 3. Displacement of Carrier Technicians

A. Full-time letter carriers called in on their non-scheduled day will work their regular duty assignments.

B. A T-6 letter carrier, (carrier technician) will be displaced by a regular called in on a non-scheduled day and will be assigned to a vacant assignment within his string of routes, provided such a vacancy exists. If no such vacancy exists, the carrier technician will be assigned where needed.

ARTICLE 7

REASSIGNMENT

For the purpose of reassignment, the entire installation, by craft, will be considered as a section.

ARTICLE 8

PARKING

The Employer will continue to provide parking spaces for all craft employees as available in excess of USPS needs on a first come-first serve basis.

ARTICLE 9

ANNUAL LEAVE

Section 1. Initial Selection Process

A. Definitions

1. The leave year will begin on Monday of the first full pay period in January of each year and continue for fifty-two (52) consecutive weeks but will exclude the month of December. The vacation calendar will reflect the leave year.
2. The vacation week will begin on Monday and extend through Sunday.

(Article 9, Section 1.A, continued)

3. The choice vacation period, as defined in this Memorandum of Understanding, will begin with the first full week of May and continue through the last full week of September and include, also, the week of Spring Break and the week in which Thanksgiving Day falls. The union will notify management of the week to be considered Spring Break week prior to the onset of bidding in November.
 4. Any portion of the leave year which falls outside the choice vacation period as defined above will be considered non-choice vacation time.
- B. The Employer will post, no later than three (3) weeks prior to the commencement of vacation bidding, the vacation calendar and a notice indicating the dates on which employees are scheduled to bid.
- C. Bidding will commence on Tuesday of the third full week of November.
- D. The Employer will allow 13% of the total carrier complement off each week during the choice vacation period and 9% of the total carrier complement off each week during the non-choice periods, with the additional understanding that a fraction of .49 or higher will result in rounding up to the next whole number. Approval of leave for CCA's under the foregoing provisions is contingent upon their having a sufficient leave balance when the leave is taken.
- E. Every two (2) days, one carrier, by seniority, will bid until the process has been completed.
- F. Vacation selections will be entered on PS Form 3971 and submitted to the Employer in triplicate-one signed copy indicating approval or disapproval being returned to employees prior to clocking out on the day which concludes their designated bidding period.
1. Employees who are off due to scheduled absence on their designated bid day will submit their bids to the Employer in advance.
 2. Employees who are off due to unscheduled absence on their designated bid day may advise the Employer of their vacation selections telephonically or by proxy by 10:00AM on the day which concludes their designated bidding period.

(Article 9, Section 1.F, continued)

3. Employees who fail to bid on the day so designated by the Employer will be considered the senior bidder during the 2-day period their selections are submitted.

G. Employees, at their option, will be granted up to two (2) selections during the choice vacation period in units of one (1) week or two (2) weeks, the total not to exceed fifteen (15) days pursuant to the provisions of Article 10 of the National Agreement.

1. Employees who earn 13 days of annual leave per year will be granted up to ten (10) days of continuous annual leave during the choice period.
2. Employees who earn 20 or 26 days of annual leave per year will be granted up to fifteen (15) days of continuous annual leave during the choice period
 - a) Jury duty, sick leave, military leave, or leave relative to Union business will not be considered among any employee's choice period vacation selection
 - b) Jury duty, sick leave, and military leave will not constitute any part of the station's weekly quota for leave.
 - c) Leave relative to Union business will not constitute a part of the station's weekly quota for leave.

H. During the initial selection process, requests for choice period and non-choice period annual leave will not exceed a combined total of four (4) weeks, the exception being that employees who earn five (5) weeks of annual leave per year may request a combined total of five (5) weeks choice and non-choice period annual leave. The total amount of leave selected during all rounds of bidding may not exceed the leave available to the employee. (i.e. leave carry-over from the previous year and the new leave allotted at the beginning of the new year.) Employees who have insufficient leave to cover weeks requested will have such leave cancelled and reposted for bid in accordance with Article 9, Section 5.

I. The awarding of choice period and non-choice period annual leave during the initial selection process will be determined by seniority.

J. Prior to the end of each 2-day bidding period during the initial selection process, the Employer will enter the names of those employees for whom annual leave has been approved in the appropriate grids on the vacation calendar.

(Article 9, continued)

Section 2. Open Periods

A. Any vacation period, whether choice or non-choice period, in which fewer than the weekly quota of employees (pursuant to Article 9.1.D of this Memorandum of Understanding) have successfully bid during the initial selection process is hereby defined as an open period. After the initial selection process has been completed, open periods are available to employees for additional selections of annual leave.

B. Requests for open period annual leave will be entered on PS Form 3971 and submitted in triplicate no later than seven (7) days prior to the initial day of the vacation period(s) requested. A signed copy of PS Form 3971 indicating either approval or disapproval of leave will be returned to the employee no later than forty-eight (48) hours prior to the leave requested.

C. All open period requests will be properly submitted to an appropriate supervisor. If PS Form 3971 is not returned to the employee within seven days after submission by the employee or 48 prior to the leave hours requested marked approved or disapproved with specific reasons noted thereon, annual leave is approved. Approval of leave for CCA's under the foregoing provisions is contingent upon their having a sufficient leave balance when the leave is taken.

D. Requests for open period leave will be granted on the basis of earliest submission of PS Form 3971. However, when more than one bid for the same open period is submitted on the same date, seniority will prevail as the factor which determines the successful bidder.

E. In cases where earliest submission of PS Form 3971 cannot be definitively determined, seniority will prevail as the determining factor in awarding open period leave.

Section 3. Leave Requests Of Less Than Forty (40) Hours

A. Requests for leave of less than forty (40) hours may be submitted for any vacation week in which fewer than the weekly quota of employees (pursuant to Article 9.1.D. of this MOU) have been granted.

B. Such requests will be entered on PS Form 3971 and submitted to the Employer in triplicate

C. The granting of request for leave of less than 40 hours will be held in accordance with the method described in Article 9.2C, D of the LMU.

(Article 9, continued)

D. If, after being posted for five (5) days, no bids have been submitted, the cancelled period will become available for bidding under the provisions of Article 9.2.B & C, above with the understanding that time limits pursuant to Article 9.2.B will remain in effect.

E. Annual leave may be cancelled on shorter notice than that prescribed in Article 9.5.B above only upon mutual agreement between representatives of the Employer and the Union. Such mutual agreement will be evidenced by the appearance of a Union steward's dated signature on PS Form 3971 canceling leave.

F. Time limitations for bidding as prescribed in Article 9.2.B of this Memorandum of Understanding will be waived when vacation periods become available as the result of annual leave being cancelled pursuant to Article 9.5.E above. Such cancelled periods will remain posted for two (2) working days and will be awarded to the senior bidder at the conclusion of that period.

Section 6. Miscellaneous Provisions

A. Employees will neither be required nor permitted to work during their vacations.

B. Trading of vacations will not be permitted.

C. The vacation calendar will be accessible to all employees, but both management and the union will be responsible for its maintenance.

D. Employees wishing to utilize the "no lunch" memorandum (one punch lunch) are required to sign their names on form 3189 prior to leaving for their street duties. Employees observed having a lunch period while signed up to waive their lunch period will lose those privileges based upon the following agreement:

1st Offense—loss of waiver of lunch privileges for one month

2nd Offense—loss of waiver of lunch privileges for three months

3rd Offense—loss of waiver of lunch privileges for the length of this agreement

E. . Flexible starting times, in which an employee may start work fifteen minutes earlier or fifteen minutes later than their scheduled reporting times without being charged with an attendance violation, will remain in effect throughout the terms of this agreement.

ARTICLE 10

ASSIGNMENT OF ILL OR INJURED EMPLOYEES

Section 1.

The installation head will make every effort to employ letter carriers in their own station for the purpose of assignment to light duty. To the extent possible, such duty will consist of work within the employee's own craft and regular duty assignment.

Section 2. Identification of Light Duty Assignments

A light duty assignment is any assignment within the physical capabilities of an employee who is temporarily or permanently incapable of performing his normal duties as a result of illness or injury. It is hereby agreed that light duty assignments may include but are not limited to the following:

- a) assisting routes by setting up mail
- b) casing mail and strapping out
- c) relabeling carrier cases
- d) rewriting carrier route books
- e) coverage of suitable collection routes
- f) training new employees
- g) delivery of special delivery and parcel post
- h) delivery of express mail
- i) labeling apartment boxes

Section 3.

When the above assignments prove inadequate to cover the assignments requested by employees, the installation head will meet with a representative of the Union to determine what other work may be designated as light duty. Duties within reason, which the Union and Employer identify, will be designated as light duty.

ARTICLE 11
POSTING

Section 1.

A vacant or newly established duty assignment not under consideration for reversion will be posted within fourteen (14) calendar days of the day it becomes vacant or is established.

Section 2.

PS Form 1716, a notice inviting bids for letter carrier craft assignments and for other assignments to which a letter carrier is entitled to bid, will be posted on the bulletin board for ten (10) days. The Employer will furnish the Union with copies of all such notices. When an absent employee has so requested in writing, stating a mailing address, a copy of any notice inviting bids from the craft employees will be mailed to the employee by the installation head or designee.

Section 3.

Letter carriers will submit their bids in writing to the manager in charge by 3:30PM on the final day of bidding. When more than one assignment is posted, letter carriers will have the right to submit bids for all such assignments, stating an order of preference. A steward or other Union representative will be present when bids are opened.

Section 4.

Notices of successful bids will be posted within ten (10) days after the close of bidding, giving the successful bidder's name and seniority date. The Employer will furnish the Union with copies of all such notices.

Section 5.

A successful bidder will not have retreat rights to his or her prior assignment.

Section 6. Preferential Bidding

The Employer will post all temporarily vacant full-time duty assignments of anticipated duration of five (5) days or more.

- A. Full-time reserve, unassigned regular, part-time flexible letter carriers and city carrier assistants may indicate their preference for such assignments until the close of business on Monday of the week immediately preceding the vacancy.
- B.

(Article 11 Section 6, continued)

B. On the Wednesday before the assignment commences, the senior letter carrier having indicated his or her preference will be notified that he or she has been awarded the assignment.

C. In those circumstances where an assignment becomes available after the posting of the weekly schedule, the Employer will inquire as to the preference of employees and award the assignment to the senior available employee who has indicated a preference.

D. The Employer will provide copies of posting and award notices to the shop steward on the day of each posting or award.

Section 7.

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, highway, housing projects, all routes and full-time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose route(s) or full-time duty assignment(s) was abolished will be posted for bid in accordance with the posting procedures in Article 41 of the National Agreement.

Section 8.

A full-time letter carrier's route will be posted for bid when his or her starting time is changed by more than one hour.

Section 9. Miscellaneous Provisions

A. Letter Carriers will be granted two ten (10) minute street breaks.

B. Summer or Winter uniforms may be worn at the discretion of the individual, provided that complete summer or winter uniform is worn.

ARTICLE 12

SEPARABILITY AND DURATION

Section 1.

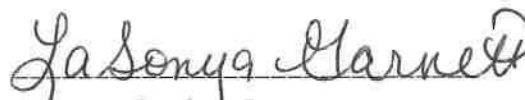
Should any part of this Memorandum of Understanding, or any provision herein be found to be inconsistent with the National Agreement or be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by a court of competent jurisdiction, such invalidation of such part or provisions of this Memorandum of Understanding will not invalidate the remaining portions, and they will remain in full force and effect.

Section 2.

This Memorandum will be in force until replaced by a new Memorandum negotiated pursuant to the provisions of the 2019-2023 National Agreement.

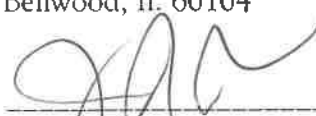
This Memorandum of Understanding was entered into on the 20 day of May, 2021 between representatives of the United States Postal Service, Bellwood, Illinois and representatives of John Grace Branch No. 825 of the National Association of the National Association of Letter Carriers, AFL-CIO, pursuant to the local implementation provisions of the 2019-2023 National Agreement.

For the United States Postal Service:



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