

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

UNITED STATES POSTAL SERVICE

CLARENDON HILLS, ILLINOIS 60514

AND

JOHN GRACE BRANCH 825

NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

**PREAMBLE**

This Memorandum of Understanding, made and entered into at **Clarendon Hills, 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 Clarendon Hills 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at the national level with respect to wages, hours, and other terms and conditions of employment unless otherwise superseded by the terms of the National Agreement of 2019-2023.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 Clarendon Hills Post Office will be granted five (5) minutes wash-up time per day.

**ARTICLE 3**

**NON-SCHEDULED DAYS**

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

## **ARTICLE 4**

### **CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS**

When considering the curtailment or termination of postal operations due to local emergency conditions, the Employer will use official orders of local authorities and the health and safety of the employees as determining factors.

## **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:
  - a) those employees who have signed the 10/12-hour Overtime Desired List;
  - b) those volunteers who have signed the Work Assignment Overtime 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 LIST**

#### **Section 1.**

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

(Article 6.continued)

Section 2.

In order 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 weekly basis.
- b) The record of total work and leave hours used in the delivery unit on a weekly basis including:
  - 1) ETC295P1 - Cumulative Work and Overtime Report
  - 2) ETC225P1 Hours Analysis Report
  - 3) Work Hour and Work Load Analysis

or other such documentation generated  
by the Postal Service which may replace these reports in the future.

Section 3. Displacement of T-6 Letter Carriers

- A. When a full-time employee is called in on his/her non-scheduled day he/she shall work their own duty assignment provided there is a vacancy on the string to which the T-6 is assigned. Otherwise, the carrier called in on his/her non-scheduled day 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

### UNION MANAGEMENT COOPERATION

#### Section 1. Union Buttons

A. Employees shall continue to be permitted to wear Union buttons on their uniforms.

#### Section 2. Notices

A. The employer will hand the union representative, along with a penalty envelope, a copy of any notice affecting the letter carrier craft, that is not temporary in nature, within two (2) days or less of such change taking effect.

#### Section 3. Seniority Roster

A. The seniority roster will be typed and presented to the union representative enclosed in a penalty envelope twice each year.

## ARTICLE 9

### ANNUAL LEAVE

#### Section 1. Initial Selection Process

##### A. Definitions

1. The leave year will begin on the first day of the first full pay period in January of each year and continue until the last day of the last pay period of each Postal year. The vacation calendar will reflect the leave year excluding the two (2) weeks immediately preceding the week in which Christmas falls.
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 consist of twenty-three (23) consecutive weeks beginning with the third week of April and run through the third full week of September.
  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. Prior to the posting, the Union will notify management which weeks are to be considered the Spring Break weeks for the coming year.
  - C. Bidding will commence on the first Monday of November.
  - D. The Employer will allow 13% of the total carrier complement off each week during the choice vacation period and 6.5 % of the total carrier complement off each during the non-choice periods. The standard rounding rule, that is, when computing the number, the fraction of .5 or higher will be rounded up to the next highest number, shall apply. Approval of leave for CCAs under the foregoing provisions is contingent on their having a sufficient leave balance when the leave is taken.
  - E. Each carrier shall have three days to make his/her selections, by seniority/relative standing, and 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 days may submit their bids to the Employer in advance.

(Article 9 Section 1.F, continued)

2. Employees who are off due to unscheduled absence on their designated bid days may advise the Employer of their vacation selections by telephone or by proxy by 9:00 a.m. on the day which concludes their designated bidding period.
  3. Employees who fail to bid on the days designated by the Employer will be considered the senior bidder during the 3-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 selections.
    - 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.
- I. The awarding of choice period and non-choice period annual leave during the initial selection process will be determined by seniority/relative standing.
- J. Prior to the end of each 3-day bidding period during the initial selection process, the Employer will enter the name 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, including units of less than forty hours, 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 fourteen days prior to the Monday of the week in which the requested leave hours occur, except when the Monday of that week is a holiday, in which case the earliest day for the submitting of such bids will be the Tuesday immediately following the holiday. A signed copy of PS Form 3971 indicating either approval or disapproval of leave will be returned to the employee no later than seventy-two (72) hours after submission of the request. (All hourly notations herein are to be considered on business days only.)
- C. All open period leave requests will be properly submitted to an appropriate supervisor. If PS Form 3971 is not returned to the employee within seventy-two (72) hours after submission by the employee, marked approved or disapproved, with specific reasons noted, annual leave is approved. If the employee's 3971 is not signed by a supervisor, this request for leave will be deemed invalid.
- 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 period is submitted on the same date, seniority/relative standing will prevail as the factor which determines the successful bidder. Approval of leave for CCAs under the foregoing provisions is contingent on their having a sufficient leave balance when the leave is taken.
- E. In cases where earliest submission of PS Form 3971 cannot be definitively determined, seniority/relative standing will prevail as the determining factor in awarding open period leave.

Section 3. Leave Relative to Union Business

- A. Convention Leave



(Article 9.3.A continued)

1. Convention leave is hereby defined as leave authorized to Union members for the purpose of attending the State and National Convention of the National Association of Letter Carriers.
2. The Union will advise the Employer no later than Monday of the first full week of October as to the dates on which the State and National Conventions are to be held and the number of delegates planning to attend so that leave in the choice vacation period may be reserved for those employees and so indicated on the vacation calendar.
3. Although approved Convention Leave will not be considered among any employee's choice period vacation selection, such leave will be considered as part of the station's weekly quota for leave.
4. When it is determined that a vacation week which has been reserved for an employee for the purpose of attending the State or National Convention is not to be used in that regard, such leave will be canceled in accordance with Article 9.5 of this Memorandum of Understanding and opened for bidding.

B. Organization Leave

1. Organization leave is hereby defined as leave authorized duly appointed representatives, stewards or other elected officers of the Union to attend training schools, seminars, or special meetings sponsored or endorsed by the National Association of Letter Carriers.
2. Requests for such leave will be submitted only after the initial bidding process has been completed.
3. The Branch Secretary will notify the Employer of the date(s) requested as far in advance as possible but no later than Monday of the week preceding that in which the function is scheduled.
4. Requests for Organization leave will be entered on PS Form 3971 and submitted to the Employer in triplicate on the earliest date possible. A signed copy of PS Form 3971 indicating either approval or disapproval will be returned to the employee immediately upon determination.

(Article 9.3.B continued)

5. The Employer will make every reasonable effort to grant requests for Organization leave.

Section 5. Cancellation of Leave

- A. Annual leave may be canceled in full weeks only. An exception to this provision is cancellation of previously approved leave of less than forty (40) hours.
- B. An employee's intention to cancel annual leave must be entered on PS Form 3971 and submitted to the Employer in triplicate no later than seventeen (17) days prior to the beginning of the vacation period to be canceled.
- C. Except during open periods, the Employer will post a notice indicating "canceled leave" on the bulletin boards in all units no later than the start of business on the first full workday following receipt of the cancellation notice and update the vacation calendar accordingly. The canceled period will be posted for three (3) working days and will be awarded to the senior bidder at the conclusion of that period.
- D. If, after being posted for three (3) 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 of representatives of the Employer and the Union. Such mutual agreement will be evidenced by the appearance of a Union representative's dated signature on PS Form 3971 cancelling 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) days and will be awarded to the senior bidder at the conclusion of that period with the understanding that bids for leave in increments of full weeks will take precedence over bids for leave of less than forty (40) hours.

(Article 9.continued)

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. Letter Carriers who become ill while on annual leave during the choice vacation period will be allowed to make another selection during the choice period, provided such a week is available.
- D. The vacation calendar will be accessible to all employees, but the Employer will be solely responsible for its maintenance.

**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/her 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:

- 1. assisting routes by setting up mail
- 2. casing mail and strapping out
- 3. relabeling carrier cases
- 4. rewriting carrier route books
- 5. coverage of suitable collection routes
- 6. training new employees
- 7. delivery of Special Delivery, parcel post and Express Mail

(Article 10 Section 2 continued)

8. 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, 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 3:00 p.m. 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 Stewart 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.

(Article 11 continued)

Section 5.

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

Section 6. Preferential Bidding

The Employer will post all temporarily vacant full-time craft 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 10:00 a.m. on the Tuesday of the week immediately preceding the vacancy.
- B. The Wednesday before the assignment commences, the senior letter carrier having indicated his/her preference will be notified that he/she has been awarded the assignment.
- C. In those circumstances where an assignment becomes available after posting of the weekly schedule, the Employer will inquire as to the preference of each employee and award the assignment to the senior employee who indicates 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

A full-time letter carrier's route will be posted for bid when his/her starting time is changed by more than one (1) hour.

Section 8

When a letter carrier route or full-time duty assignment, other than the letter carrier route(s) of full-time duty assignment(s) of 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 shall be posted for bid in accordance with the posting procedures in this Article.

(Article 11 continued)

Section 9 Miscellaneous Items

1. Letter carriers will be granted two ten minute street breaks.
2. Employees wishing to waive their lunch period may only do so provided that they have properly filled out either of the following forms; a PS Form 3971 or a PS Form 3189.

**ARTICLE 12**

**SEPARABILITY AND DURATION**

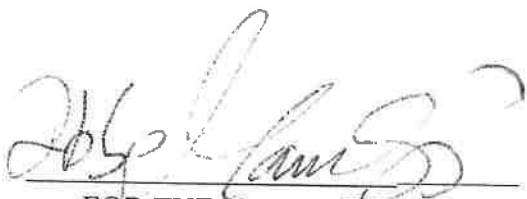
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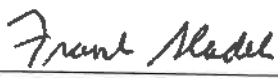
Should any part of this Memorandum of Understanding, or any provision herein be found to be inconsistent with the National Agreement or be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by a court of competent jurisdiction, such invalidation of such part 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 National Agreement.

This Memorandum of Understanding was entered into on the 28<sup>th</sup> day of May, 2021 between representatives of the United States Postal Service, Clarendon Hills, Illinois and representatives of John Grace Branch No. 825 of the National Association of Letter Carriers, AFL-CIO, pursuant to the local implementation provisions of the 2019-2023 National Agreement.

  
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FOR THE U.S. POSTAL SERVICE  
CLARENDON HILLS, IL. 60514

  
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Vice-President  
FOR THE JOHN GRACE BR. 825  
NAT'L ASSN. OF LETTER CARRIERS