

2019-2023 MEMORANDUM OF UNDERSTANDING

BETWEEN THE

UNITED STATES POSTAL SERVICE

DIXON, ILLINOIS 61021

AND

JOHN GRACE BRANCH 825

NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

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PREAMBLE

This Memorandum of Understanding, made and entered into at Dixon, 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 Dixon 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at the national level with respect to wages, hours, and other terms and conditions of employment unless otherwise superseded by the terms of the National Agreement of 2019-2023.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 Dixon Post Office will be granted five minutes of wash up times.

ARTICLE 3

HOURS OF WORK

Employees of the Dixon Post Office shall have rotating non-scheduled days

ARTICLE 4

CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS

Should management decide to terminate or curtail Postal operations, employees currently on duty will be notified of further instructions and reporting information by management. Employees not on duty will be notified by telephone.

ARTICLE 5

HOLIDAY SCHEDULING

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

- 1) Part-time flexible employees.
- 2) All full-time regular letter carriers who are on the overtime desired list who have volunteered to work their Holiday or day designated as their holiday.
- 3) City carrier assistants to the maximum extent possible.
- 4) Full-time regular letter carriers who have volunteered to work on their non-scheduled day in the following order of priority:
  - a) Those letter carriers who have signed the 12/10 hour Overtime List.
  - b) Those letter carriers who have signed the Work Assignment Overtime Desired List:
  - c) Those volunteers who are not signed to any Overtime Desired List:
- 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 shall be by section as defined in this Memorandum of Understanding.

Section 2.

For the purpose of this Memorandum of Understanding, and solely with respect to the establishment of an Overtime Desired List, the following sections are defined:

- The Dixon Post Office

ARTICLE 7

REASSIGNMENT

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

ARTICLE 8

PARKING

Management shall continue the same parking program 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 the first day of the first full pay period in January of each year and end on the last day of the last full pay period of the year so established.
2. The vacation week will begin on Monday and end on Sunday.
3. The choice vacation period, as defined in this Memorandum of Understanding, will run from March 1<sup>st</sup> to October 31.
4. Any portion of the leave year which falls outside this 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 November 1st and continue until it is finalized. Approval of leave for CCA's under the foregoing provisions is contingent on their having a sufficient leave balance when the leave is taken.

D. The Employer will allow three carriers off during prime time and two carriers off during non-prime time.

(Article 9 Section 1, continued)

E. By seniority, 20% per day of the carrier complement will bid until the process has been completed.

F. Each vacation selection will be entered on PS Form 3971 and vacation calendar and submitted to the Employer.

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 10:00 a.m. on that day.

3. Employees who fail to bid on the day so designated by the Employer will be considered the senior bidder on the day 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 constitute a part of the station's weekly quota for leave.

H. During the initial selection process, requests for choice period or non-choice period annual leave will not exceed a combined total of four (4) annual 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. Approval of leave for CCA's under the foregoing provisions is contingent on their having a sufficient leave balance when the leave is taken.

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 day of bidding during the initial selection process, the Employee will enter their names on the appropriate grids on the vacation calendar.

(Article 9, continued)

Section 3. Leave Relative to Union Business

A. Convention Leave

1. Convention leave is hereby defined as leave authorized to Union members of 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 Saturday of the third full week of November 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. The Employer will make every reasonable effort to grant requests for Organization leave.

(Article 9, continued)

Section 5. Cancellation of Leave

- A. Annual leave may be canceled in full weeks only with the exception of previous approved leave of less than 40 hours.
- B. An employee's intention to cancel annual leave must be entered on PS Form 3971 and submitted to the Employer in duplicate no later than four (4) days prior to the beginning of the vacation week(s) to be canceled. Annual leave may be cancelled on shorter notice upon the approval of both the shop steward and a manager.
- C. Upon receipt, the Employer will post PS Form 3971 indicating "canceled leave" on the bulletin board and update the leave calendar accordingly to enable employees to bid on the open period.

Section 6. Miscellaneous Provisions

- A. Employees will neither be required nor permitted to work during their vacation.
- B. Trading of vacations will not be permitted.
- C. The vacation calendar will be accessible to all employees, but the Employer will be solely responsible for its maintenance.
- D. 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, if such weeks are available.

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.

(Article 10, continued)

Section 2. Identification of Light Duty Assignments

A light duty assignment is any assignment within the medical limitations of the 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:

1. Assisting routes by setting up mail
2. Casing mail and strapping out routes
3. Delivery of special delivery, parcel post, and Express Mail

ARTICLE 11

POSTING AND BIDDING

Section 1.

A vacant or newly established duty assignment not under consideration for reversion will be posted within fourteen (14) calendar days or 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 5:00 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 Steward or other Union representative will be present when bids are opened.

(Article 11, continued)

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/her prior assignment.

Section 6.

A full time regular carrier called in to work on a non-scheduled day shall work his or her full time duty assignment, provided there is a vacant route on the string to which the utility may be assigned. Otherwise, the carrier working on a non-scheduled day will be assigned where needed.

Section 7. Preferential Bidding

- A. Management shall post temporary vacant full-time craft duty assignments of anticipated duration of five (5) days or more.
- B. Part-time flexible letter carriers and city carrier assistants may indicate their preference for such assignments until twenty-four (24) hours before an assignment commences.
- C. Twenty-four (24) hours before the assignment commences, the senior carrier, having indicated his or her preference shall be notified that he or she is awarded the assignment.
- D. The above shall not apply where assignments become available upon less than twenty-four (24) hours notice. In such circumstances, management shall inquire as to the preference of each employee and award the assignment to the senior employee who indicates a preference.

(Article 11, continued)

Section 8.

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 9.

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) of full-time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in the Article.

ARTICLE 12

CARRIER BREAKS

Section 1

Letter carriers will be granted two ten (10) minute breaks on the street.

ARTICLE 13

SEPARABILITY AND DURATION

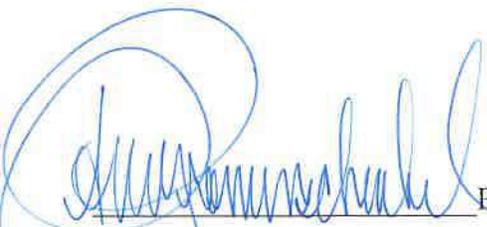
Section 1.

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 National Agreement.

This Memorandum of Understanding was entered into on the 31 day of May, 2021 between representatives of the United States Postal Service, Dixon, 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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Postmaster

FOR THE U.S. POSTAL SERVICE  
DIXON, IL. 61074

  
\_\_\_\_\_  
President

FOR THE JOHN GRACE  
BRANCH NO. 825, N.A.L.C.