

MEMORANDUM OF UNDERSTANDING BETWEEN THE  
UNITED STATES POSTAL SERVICE  
GEORGETOWN, IL 61846-9998  
AND  
THE NATIONAL ASSOCIATION OF LETTER CARRIERS  
JOHN GRACE BRANCH 825

**SEPTEMBER 2019 – MAY 2023**

**PREAMBLE**

This Memorandum of Understanding is made and entered into at Georgetown, Illinois, by and between the United States Postal Service and John Grace Branch 825 of the National Association of Letter Carriers, AFL-CIO, pursuant to the provisions of Article 30 of the 2019 National Agreement. This memorandum 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 Georgetown 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at the national level with respect to wages, hours, and other terms and conditions of employment unless otherwise superseded by the terms of the National Agreement of 2019 – 2023.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**

Reasonable wash-up time may be granted to letter carriers who perform dirty work or work with toxic materials, prior to going to the street or on return to the office.

### **ARTICLE 3**

#### **NON-SCHEDULED DAYS**

All assigned Regular Carriers shall be on a rotating days off schedule, consisting of (3) days, Friday, Saturday, and Monday. In the event another regular route is created, the N/S day of the new route will be added to the rotation. The new N/S day will be jointly agreed to by Management and the Union.

### **ARTICLE 4**

#### **CURTAILMENT OR TERMINATION OF DELIVERY**

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 WORK SCHEDULE**

Management will select carriers to work on holidays in the following order:

1. Casuals, transitional employees and city carrier assistants, if any.
2. Part-time flexibles.
3. Full-time regulars who volunteer to work their holiday or any day designated as a holiday, by seniority. (normal pay)
4. Full-time regulars who volunteer to work their non-scheduled day, by seniority (time and one-half).
5. Full-time regulars who did not volunteer on what would otherwise be their non-scheduled day by inverse seniority. (time and one-half)
6. All other non-volunteer full-time regulars by inverse seniority (normal pay).

No carrier will be able to select just one day of annual leave on or next to any holiday (other than choice vacation selection) without the chance of every holiday man having the day off.

## **ARTICLE 6**

### **OVERTIME DESIRED LIST**

The overtime desired list shall be established by craft in accordance with Article 8, Section 5 of the National Agreement.

## **ARTICLE 7**

### **IDENTIFICATION OF A SECTION CONCERNING EXCESSING & REASSIGNMENT**

1. The Georgetown Carrier Craft will compromise a section.
2. Article 41, Section 3.0 of the National Agreement shall be entered into this Agreement.
3. Article 41.1.C4 of the National Agreement shall be entered into this Agreement.

## **ARTICLE 8**

### **THE ASSIGNMENT OF EMPLOYEE PARKING SPACES**

Parking will be on a first-come; first-served basis.

## **ARTICLE 9**

### **ANNUAL LEAVE**

Selection of choice vacation period leave shall be open to all carriers on the rolls (including City Carrier Assistants) as of November 1<sup>st</sup> of the year preceding the leave year. City Carrier Assistants and Part Time Flexibles may bid for leave they are anticipated to have earned at the point the leave will be taken

## **Section 1 – Selection Process for CVP**

1. Choice vacation period shall be year round, excluding the weeks in December other than the week of December 25th through January 1st.
2. Choice vacation period selections for the letter carriers by seniority shall begin on December 1st, or the first work day thereafter. (Earlier start may be by joint agreement.)
3. One carrier by seniority will be scheduled with (5) five workdays to make their choice vacation selection.
4. One slot will be available for full weeks of annual leave bidding for each week of Choice Vacation Period.
5. Any carrier who knowingly is going to be off during his/her scheduled selection period shall leave with Management their first choice period and an available alternate date and a phone number or address to be reached if needed.
6. The vacation vacancy board will be maintained and controlled by Management. Once the 3971 has been approved, Management will post it on the vacation calendar.
7. Canceled leave of choice vacation selection can be made in weekly increments or any part of choice vacation selection.
8. The Letter Carrier Craft vacation board maintained in the office shall be for the carrier craft employees only and separate from other crafts.
9. Letter carriers will start their vacations on Monday and will return to work on Monday following their vacations, unless that Monday is a Holiday or non-scheduled workday, in which case they will return to work on Tuesday following the end of their vacation.
10. Employees may request two selections during the choice vacation period in units of (5) five or (10) ten or (15) fifteen days. The total leave approved cannot exceed the number of days authorized in Article 10 Section 3.D.1, 2, or 3 as appropriate.
11. One employee may be allowed full weeks, however, incidental leave can be approved if operationally feasible.

## **Section 2 – Open Periods & Requests for Less Than 40 Hours**

Incidental leave requests may be approved if operationally feasible.

Requests for annual leave other than the two choice vacation period selections will be submitted on USPS Form 3971 and will be granted on a first come – first served basis.

## **Section 3 – Leave for Union Business**

The Union will notify Management of the dates of the State and National Conventions prior to vacation bidding and if a delegate will be attending. Said dates will be held open for the Convention Delegates and will not be charged to their choice period.

Attendance to Union conventions and training sessions will not be a part of the Choice Vacation Period.

## **Section 4 – Cancellation of Leave**

Annual leave requests must be canceled on PS 3971 no later than the day prior to the posting of the schedule.

## **Section 5 – Miscellaneous Provisions**

1. Letter Carriers on jury duty during the Choice Vacation Period shall be eligible for another period if available within the Choice Vacation Period. Jury duty will not be considered as part of the quota of carriers off during the Choice Vacation Period.
2. Approved leave to each Employee during the choice vacation period will be the approved PS Form 3971. Notification of approved leave for choice vacations will be posted by January 15th.
3. As soon as Management receives official notification of the new leave year, it will be posted.

## ARTICLE 10

### ASSIGNMENT OF ILL/INJURED EMPLOYEES

In accordance with Article 13 of the National Agreement, the USPS and the Union recognizing their responsibility to aid and assist deserving full-time or part-time flexible employees who through illness or injury are unable to perform their regularly assigned duties, agree to the following provisions and conditions for reassignment for light duty:

Light duty may be given on written request by the injured Employee. Available light duty work may be given within a Doctors limitations or restrictions.

Light duty may be given as long as there is no adverse effect upon the other regular Employees and their work hour guarantee.

Light duty assignments when given, will be modified work to meet restrictions/limitations set by the Doctor and good business sense.

## ARTICLE 11

### POSTING

1. Local implementation relating to Seniority, Reassignment and Posting will be within the guidelines of the National Agreement.
2. The Union steward or designee shall be notified as soon as possible of vehicle and personal injury accidents.

## ARTICLE 12

### DURATION

This Memorandum of Understanding shall remain in full force and effective for the duration of the 2019 - 2023 National Collective Bargaining Agreement.

## SEPARABILITY


Should any part of the Memorandum of Understanding or any provision contained herein, are rendered or declared invalid, by reasons of an existing or subsequently enacted legislation or by a court of competent jurisdiction, such invalidation of such part or provision of the Memorandum of Understanding shall not invalidate the remaining portions of this Memorandum of Understanding, and they shall remain in full force and effect.

This Memorandum of Understanding was entered into on the 30<sup>th</sup> day of April, 2021 between representatives of the United States Postal Service, Georgetown, Illinois and representatives of John Grace Branch 825 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:

For John Grace Branch 825, NALC:

  
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Alicia Ford, Postmaster  
Georgetown, IL 61846

  
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Jean Faw, NALC Designee