

MEMORANDUM OF UNDERSTANDING BETWEEN THE
UNITED STATES POSTAL SERVICE
GLENCOE, IL 60022-9998
AND
THE NATIONAL ASSOCIATION OF LETTER CARRIERS
JOHN GRACE BRANCH 825
2019 - 2023

PREAMBLE

This Memorandum of Understanding, made and entered into at the Glencoe, Illinois, by and between authorized management representatives of the United States Postal Service, hereinafter, the “employer”, and John Grace Branch 825 of the National Association of Letter Carriers, AFL-CIO, hereinafter, the “Union”, pursuant to the Local Implementation provisions of the 2019 – 2023 National Collective Bargaining Agreement.

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**ARTICLE 1
RECOGNITION**

This Memorandum of Understanding covers all employees of the Glencoe 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at the national level with respect to wages, hours, and other terms and conditions of employment, unless otherwise superseded by the terms of the National Agreement of 2019.

ARTICLE 2 WASH-UP TIME

The National Agreement, Article 8, Section 9, provides reasonable wash-up time for employees who perform Dirty Work. Any time letter carriers perform dirty work or work with Toxic Materials, they shall be granted such time as is reasonable and necessary for washing-up, after performing dirty work or incident of personal needs.

ARTICLE 3 NON-SCHEDULED DAYS

1. The work week for Glencoe Carriers will be 5 days with rotating days off.
2. Each year between October 15th and October 30th, two carriers within the same swing may exchange non-scheduled days for the entire year. This shall take effect on the first full pay period of January, coinciding with the start of the leave year.
3. T-6 Carriers will work their posted duty assignment unless the Regular Carrier is called in. If there is no open assignment the T-6 shall be moved to another assignment within his group that is not occupied by a regular carrier including a vacancy replacement who had bid on the assignment. When there is more than one vacancy replacement who had bid on an assignment in the same group, the bids will be honored by seniority. PTFs will be given preference over CCAs in the event of bumping from opted assignments. When there is no opening within the swing, the T-6 shall be moved to a vacancy outside the swing.
4. T-6 Carriers when called in on their non-scheduled day will have preference over a vacancy replacement(s) working the same swing as the T-6 Carrier with the same terms and conditions as Article 3.3 above.
5. Carriers shall not be required to work non-scheduled days that are adjoined to approved leave except in an emergency. A carrier may volunteer to work his non-scheduled day next to the approved leave if he so desires.

ARTICLE 4 CURTAILMENT OF POSTAL OPERATIONS

1. Postal operations will not be curtailed or terminated at the Post Office unless the Postmaster determines that the conditions so warrant. The orders of local authorities will be considered in determining the extent to which service will be curtailed.
2. Management shall notify the employees at the earliest possible time of curtailment or termination of Postal operations. Such notification will be available by public media, such as television or radio.
3. Management shall attempt to notify the Union when a decision is reached concerning the curtailment or termination of Postal Operations. The Union may request consultation with the Postmaster concerning the curtailment of operations.

ARTICLE 5
HOLIDAY SCHEDULE

Employees will be selected to work on a holiday in the following order:

1. Part-time flexible employees.
2. Full-time volunteers selected by seniority.
3. City Carrier Assistants and other non-career employees.
4. Non-volunteers who will be working on their N/S day, selected in inverse seniority.
5. Non-volunteers who will be working their holiday, selected in inverse seniority.

ARTICLE 6
OVERTIME DESIRED LIST

1. All full-time carriers at this office, all stations and branch offices, shall constitute a section for the Overtime Desired List.
2. The Overtime Desired List shall include three (3) categories.
 1. WAO, Carriers own assignment on scheduled days only.
 2. (*), Carriers up to 10 Hours of any assignment
 3. (12), Carriers, any and all available overtime up to 12 hours.

ARTICLE 7
REASSIGNMENT

All full-time carriers at this office, all stations, and branch offices shall constitute a section for the purpose of reassigning employees excess to the needs of the section.

ARTICLE 8
PARKING

1. If employee parking space should in the future become available, Management will meet with Branch 825 and negotiate for the use of available space.
2. If space for a bicycle rack should become available, one will be provided.

ARTICLE 9
ANNUAL LEAVE

SECTION 1
CVP, 1ST ROUND SELECTIONS

1. Management will post a notice advising carriers of the dates of selection for the choice vacation period and list the rules under which selections are to be made.
2. Selections will be made by seniority on an assigned day. Carriers will submit 3971s and approved selections will be indicated on the Leave Board. 3971s will be approved by management the same day they are submitted.
3. The first Level Go-Around for CVP shall begin on the first Monday in November each year. Carriers will be advised two weeks prior to the beginning of the Selection Process of the methods for making annual leave selection for the coming leave year.
4. Two (2) carriers per day shall submit their 3971s, approvals will be posted that day.
5. Management will post a leave chart and maintain the chart. Carriers will not be permitted to hold the vacation board for longer than 24 hours, unless the local parties mutually agree to extend the time for a carrier to select.
6. The choice vacation period shall begin on the first Monday in April and end on the first Sunday in October.
7. During the choice vacation period, leave shall begin on Sunday and end on Saturday unless otherwise requested and approved.
8. The maximum number of letter carriers allowed on annual leave will be calculated on a percentage basis as indicated below. The actual number of letter carrier annual leave slots will be recalculated at the beginning of each leave year, during the life of this agreement, based on the percentage stated below. Normal rounding of fractions.

<u>MONTH</u>	<u>% ON ANNUAL LEAVE</u>
January	12%
February	12%
March	12%
April	12%
May	12%
June	12%
July	12%
August	12%
September	12%
October	12%
November	12%
December	6% (or at least one carrier)

9. Carriers with twenty (20) or twenty-six (26) days of annual leave will have the option of picking as their CVP 1st Round choices:
 - A. May take up to three consecutive weeks.
 - B. Two separate non-consecutive weeks.
 - C. Two consecutive weeks and one non-consecutive week.

10. Carriers with thirteen (13) days of annual leave will have the option of picking as their CVP 1st Round choices:
 - A. Two consecutive weeks
 - B. Two separate non-consecutive weeks.
11. If an applicant is unsuccessful in all of his bids, the applicant will be advised which period or periods are available by seniority.
12. Each carrier shall be given written notice of the approved CVP leave selection for that carrier.
13. Approved choice vacation period will be posted by the 2nd Friday in December.

SECTION 2

2ND ROUND SELECTIONS, OTHER LEAVE & LEAVE REQUESTS FOR LESS THAN 40 HOURS

1. Carriers, who at their own option made no selection during the CVP may make selections up to the number of weeks earned in the year per Article 9, Section 5.2 outside of the CVP on the second Round.
2. A Second Go-Around will be held for Other Leave Selections. Any vacation week in which fewer than the quota of carriers have successfully bid during the 1st Go-Around is hereby defined as Other Leave. All Other Leave Period weeks are available for the 2nd Go-Around.
3. The 2nd Go-Around shall begin on the third Monday in December using the same procedures as the 1st Go-Around.
4. The 2nd Go-Around Selections will be approved and posted prior to the 1st Monday in January.
5. Management shall provide for 12% of the Carrier Craft, to be off on Annual Leave in other than the CVP, except December when 6% or least one carrier will be allowed on leave. All fractions rounded up.
6. All leave selections during the 2nd Round made in this Section shall be in increments of full weeks, no split or partial weeks applicable.
7. Requests for other leave submitted over or less than three weeks will be approved or disapproved on the Wednesday prior to the scheduled work or sooner if possible.
8. If a request is submitted over three (3) weeks prior to the start of the requested leave, Management will give the employee at least two (2) weeks notice of the disposition of the requests.
9. Requests submitted with less than three (3) weeks notice will be approved or disapproved as soon as possible. Management will consult with the employee about the request by the Wednesday prior to the requested leave before disapproving the leave whenever possible.
10. Other leave requests submitted after the completion of the first and second go-arounds will be considered on a first come, first served basis. Disapproved request will be held for consideration until the Tuesday prior to the start of the requested leave. Carriers must have leave on the books to cover the request.

SECTION 3

LEAVE FOR UNION BUSINESS

1. When an official NALC activity occurs during the CVP carriers designated to attend will make arrangements as soon as possible. Management will take necessary steps to ensure that as many designees as possible are allowed to attend.
2. Officers of Branch 825 on Official union duties may request annual leave or leave without pay at the Union Officer's option.
3. Management will reserve two (2) spaces during the CVP for delegates to attend the Illinois State Convention. Management will be notified of this time period by the Monday after the Thanksgiving Holiday each year.
4. Management will reserve two (2) spaces during the CVP for delegates to attend the NALC national Convention. Management will be notified of this time period by the Monday after the Thanksgiving holiday each year.

SECTION 4

CANCELLATION OF LEAVE

1. All cancellations of approved Annual Leave of five days or more shall be reposted for two days and awarded by seniority as soon as possible after management has learned of the cancelled leave and prior to the Wednesday of the next scheduled service week.
2. Cancellations will be posted by the time clock for all eligible carriers' benefit.
3. A carrier that has been a successful bidder on cancelled leave will not be eligible to bid on the next cancellation until all other carriers have had an opportunity to bid on the cancellation in a rotating manner. This language applies only to two consecutive cancellations.
4. Requests to cancel leave must be submitted on a Form 3971, no later than the Tuesday prior to the start of the leave.

SECTION 5

MISCELLANEOUS PROVISIONS

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. The Vacation Calendar will reflect the entire leave year.
2. A carrier shall be limited to the number of approved weeks of annual leave that they earn during the current leave year on the first and second go-arounds. Requests over and above that number will be considered after the second go-around. Approved leave granted to CCAs, under the above provisions is contingent upon the CCA carrier having a sufficient leave balance when the leave is taken pursuant to Postal regulations, handbooks and manuals.
3. No leave requests will be accepted prior to the posting of the beginning of the next leave year.
4. Approved leave may be exchanged by carriers if all carriers senior are agreeable to the trade with management approval.
5. Documented requests for Emergency Annual Leave shall be given full consideration by management.

6. No carrier may be called in from approved leave except in accordance with the National Agreement.
7. A carrier called in for Jury Duty during scheduled CVP annual leave shall be given another CVP selection as available.
8. If the Union or Management feel there is a significant change in the number carriers during the life of the Local Memoranda, either party may ask for an adjustment in the number of carriers allowed off during the CVP, and other annual leave periods in accordance with Article 10, Section 4.
9. Carriers who become ill while on their CVP for a period of five (5) leave days or more and provided documentation, shall be allowed another selection during the CVP for the same number of days as their documented illness if another choice is available.

SECTION 6

CITY CARRIER ASSISTANT LEAVE PROVISIONS

The new language of Article 9, in the new Section 6, of the LMOU, is the result of a pre-arbitration decision dated 5/7/2018, with that language included below:

1. City Carrier Assistants will not count towards the percentage of carriers off during the choice and non-choice vacation slots.
2. The entirety of Article 9 of the Glencoe Local Memorandum of Understanding will apply to CCAs.
3. Management will be allowed to block out six (6) holiday weeks for City Carrier Assistants. The blocked weeks will be as follows: Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas and New Year's.
4. After the completion of each round of vacation bidding enumerated in Article 9 of the Glencoe LMOU, City Carrier Assistants will be allowed to select weeks based on the relative standing order for the office.
5. The maximum of one (1) City Carrier Assistant will be allowed off per day/week though the choice and non-choice vacation period.
6. For each week of leave/incidental day selected by a City Carrier Assistant, 1 (one) additional week/day will be placed on the leave board to compensate for the loss of the negotiated complement for the career workforce.
7. Article 9, Section 2, Glencoe LMOU will apply to CCAs for incidental leave requests after the 1st & 2nd Round selections of the career carriers. Other leave requests submitted after the completion of the first and second go-arounds will be considered on a first come, first served basis. Disapproved request will be held for consideration until the Tuesday prior to the start of the requested leave. Carriers must have leave on the books to cover the request.
8. Granting City Carrier Assistants leave under such provisions is contingent upon the employee having a sufficient leave balance when the leave is taken.

ARTICLE 10
ASSIGNMENT OF ILL/INJURED EMPLOYEES

1. When a carrier requests light duty assignment and is eligible in accordance with Article 13 of the National Agreement, management will agree to put the incapacitated carrier on light duty.
2. A committee consisting of the President of Branch 825, or his designee, and the Installation Head, or designee, will meet to explore and consider duties available to carriers who request light duty or are placed on light duty.
3. Management will put the incapacitated carrier on light duty to the extent possible within the office.
4. After it has been determined to grant temporary light duty, first consideration of light duty assignments shall be given to:
 - A. Casing mail.
 - B. Labeling of carrier cases.
 - C. Rewriting and updating carrier route or delivery books.
 - D. Auxiliary route assignments for which the carrier is physically capable of performing the duties.
 - E. Any other available work for which the carrier is qualified.

ARTICLE 11
POSTING

1. Full-time reserve letter carriers, unassigned regulars, PTFs and CCAs may indicate their preference for any temporary vacant full-time craft duty assignment up until the Wednesday prior to the service week that the assignment begins.
2. By the Wednesday prior to the service week before the assignment starts, the senior carrier having indicated his or her preference shall be notified that they are awarded the assignment.
3. Full and part-time carriers eligible to serve as vacancy replacements shall submit their bids in duplicate on the Union form which shall be available at the supervisor's desk. The duplicate copy shall be returned to the carrier indicating the disposition of the request by the Wednesday prior to the service week the assignment begins.
4. Management shall make known to all eligible employees any temporarily vacant full-time craft duty assignment of anticipated duration of five days or more by use of leave chart or work scheduled or verbal notification.
5. At the Labor-Management meeting held in the last quarter of each year during the life of this memorandum, the Union shall inform management of the type of breaks requested for the following year. This will go into effect January 1st each year.
6. Vacant duty assignments will be posted for ten (10) days, or in accordance with Article 41 of the National Agreement.
7. Carriers desiring to apply for a posted position shall submit a sealed application on PS Form 1717 to the S.P.O. Forms shall be available at the supervisor's desk.
8. Management will send a copy of the 1716, Vacancy Notice The length of posting shall be ten days, to the Branch 825 office indicating the time and place of the opening.

9. If there is a change in starting time of more than one hour from the starting time that is in effect at the date of the signing of this memorandum, then Management will give the regular carrier assigned to the position the option to vacate the position and have the same reposted.

10. Article 41, Section 3.0 shall be included in the Memorandum of Understanding at this office with the one time right to delete this section reserved in accordance with the National Agreement.

“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 shall be posted for bid in accordance with the posting procedures in this Article.”

11. Carrier Technician Assignments (T-6) are acknowledged to be full-time duty assignments for the application of Article 41.3.O of the National Agreement.

ARTICLE 12


SEPARABILITY & DURATION

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

2. Should any part of the Memorandum of Understanding or any provision contained herein, be 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 6th day of May, 2021 between representatives of the United States Postal Service, Glencoe, 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 National Agreement.

For the United States Postal Service:



Erwin Villamin, Postmaster
Glencoe, 60022-9998

For John Grace Branch 825, NALC:



Bill Schorsch, Vice President