

Memorandum of Understanding

Between

The United States Postal Service

Schaumburg, Hoffman Estates, & Roselle, Illinois 60194

And

John Grace Branch No. 825

National Association of Letter Carriers

AFL-CIO

**PREAMBLE**

This Memorandum of Understanding, made and entered into at **Schaumburg, Hoffman Estates, & Roselle**, 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 National Agreement, constitutes the entire agreement of local implementation of the terms of the 2019-2022 National Agreement.

**ARTICLE 1**

RECOGNITION

This Memorandum of Understanding covers all employees of the Schaumburg, Hoffman Estates, & Roselle 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at the national level with respect to wages, hours, and other terms and conditions of employment unless otherwise superseded by the terms of the National Agreement of 2019-2022.

**ARTICLE 2**

WASH-UP TIME

Each letter carrier in the Schaumburg, Hoffman Estates, & Roselle Post Office will be granted up to five (5) minutes wash-up time per day.

**ARTICLE 3**

NON-SCHEDULED DAYS

**Section 1.**

All full-time regular letter carriers, including T-6's, 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 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 with each office, Hoffman Estates, Schaumburg, Roselle and Woodfield each considered a separate station with separate overtime desired lists in each station.

#### 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 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

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

#### Section 3

The attached overtime agreement signed by the parties concerning the distribution of overtime hours which is attached as **page 14** shall remain in effect for the life of this agreement.

#### Section 4 Displacement of T-6 Letter Carriers

**A.** Full-time letter carriers called in on their non-scheduled day will work their regular duty assignments, with the additional provision that:

**B.** A 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 full-time regular letter carrier called in on their non-scheduled day will be assigned where needed. A T-6 may bump any unassigned regulars, PTF or CCA off a hold down to stay within his/her string of routes.

**ARTICLE 7**

REASSIGNMENT

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

**ARTICLE 8**

PARKING

Parking in excess to USPS needs shall be made available to the employees by seniority.

**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. The vacation calendar will reflect the leave year.
2. The vacation week will begin on Monday and extend through Sunday.
3. The choice vacation period, as defined in this Memorandum of Understanding, will consist of twenty-five (25) consecutive weeks beginning with the last full week of March.
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 Monday of the last full week of November.

(Article 9 Section 1, continued)

**D.** The Employer will allow 11% of the total carrier complement off each week during the choice vacation period and 7% of the total carrier complement off each week during the non-choice periods, with the additional understanding that a fraction of .5 or higher will result in rounding up to the next whole number

**E.** Every two (2) days, 10% of the carrier complement, 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.

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 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.

(Article 9 section 1, continued)

**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.

**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.

**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 seventy-two (72) hours 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 seventy-two (72) hours after submission of the request.

**C.** All open period 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 thereon, annual leave is approved.

**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. 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.** 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.

(Article 9, continued)

**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. Approval of leave for CCA's under the foregoing provisions is contingent upon their having a sufficient leave balance when the leave is taken.

B. Such requests will be entered on PS Form 3971 and submitted to the Employer in duplicate no earlier than thirty (30) days nor later than ten (10) days prior to the Monday of the vacation week in which the requested leave hours occur. A signed copy of the 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.

C. The granting of request for leave of less than forty hours will be in accordance with the method described in Article 9.2.C,D of this MOU.

D. Requests for leave of less than forty hours may not be submitted during the initial selection process. Annual leave requests beyond the quotas cited in Article 9, Section 1.D will not be granted.

**Section 4. Leave Relative to Union Business**

**A. Convention Leave**

1. Convention leave is hereby defined as leave authorized to Union members for the purpose of attending the State and National Conventions 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 selections, 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 cancelled in accordance with Article 9.5 of this Memorandum of Understanding and opened for bidding.



(Article 9 section 4, continued)

**B. Organization Leave**

1. Organization leave is hereby defined as leave authorized to 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 within forty-eight hours.
5. The Employer will make every reasonable effort to grant requests for Organization leave.

**Section 5. Cancellation of Leave**

- A.** Annual leave may be cancelled 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 duplicate no later than ten (10) days prior to the beginning of the vacation periods(s) to be cancelled.
- C.** Except during open periods, the Employer will post copies of all PS Forms 3971 indicating cancelled leave on the bulletin boards in all letter carrier 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 cancelled period will remain 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,D above with the understanding that time limits pursuant to Article 9.2.B will remain in effect.

(Article 9 section 5, continued)

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.D above. Such cancelled periods will remain posted for three (3) 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. 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.

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.

(Article 10, continued)

**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.

(Article 11, continued)

**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 9:00 A.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.

**Section 4.**

Notices of successful bids will be posted within five working 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 10:00 a.m. on the Monday of the week immediately preceding the vacancy.

**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.

(Article 11, Section 6, continued)

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 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. Carrier Breaks**

1. Letter Carriers will be granted two ten (10) minute breaks, one in the office and one on the street.

**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 National Agreement.

This Memorandum of Understanding was entered into on the \_\_\_\_\_ day of May, 2021 between representatives of the United States Postal Service, Schaumburg, Hoffman Estates, & Roselle, 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 2019-2022 National Agreement.

For the United States Postal Service:



Susan Meathe, Postmaster  
Schaumburg, Hoffman Estates, & Roselle, Il. 60194

For John Grace Branch No. 825, NALC:



Jay R. Ricke, President  
Oak Brook, Il. 60523

The undersigned parties hereby agree to incorporate the following agreement into the 2019-2023 Local Memorandum of Understanding:

The Schaumburg MPO, inclusive of the 73, 93, and 94 delivery units will be administered as one unit. The agreement also applies to the Roselle and Hoffman Estates branch offices' delivery units.

Employees on the Overtime Desired List will be allowed six (6) "exceptions" each quarter. Employees on the list who request exceptions, or request not to work overtime, must submit their request on the required local form. Requests for exceptions must be submitted no sooner than the day prior to the requested exception and no later than fifteen (15) minutes later than the employee's scheduled starting time. Such requests will not be honored in instances which would cause a non-odl employee to be mandated to work overtime. A seventh (7<sup>th</sup>) request for exception would cause the employee to either remove his/her name from the list or receive corrective action. Employees requesting an exception will be charged with 2, 4, or 8 hours dependent upon which ODL preference list they have signed. Unsuccessful attempts to reach employees after 8:00 a.m. will not be charged as an exception nor will those hours be charged to the overall overtime hours for the quarter.

Management will always strive for equitability and will refrain from any deliberate, disparate treatment in overtime assignments. A mutual commitment to integrity and sharing of information among all parties will resolve the past problem of imbalance in overtime distribution. The union agrees to meet with the unit supervisors on a bi-weekly basis to assist them in their efforts to create a balance by the end of the quarter. The parties further agree to work together in the future to ensure that the employer will not be compelled to expend monies for hours not actually worked by employees but paid pursuant to grievance settlements.



Susan Meathe, Postmaster  
USPS Schaumburg, Illinois



Jay R. Ricke, President  
NALC Branch 825