

LOCAL MEMORANDUM OR UNDERSTANDING  
BETWEEN  
AMERICAN POSTAL WORKERS UNION, AFL-CIO  
MILWAUKEE AREA LOCAL  
AND  
U.S. POSTAL SERVICE  
ELM GROVE POST OFFICE

## APWU CRAFT

### ARTICLE VIII. HOURS OF WORK

#### SECTION 1. Overtime Assignments

1. Overtime assignments shall be in conformance with the provisions of Article 8 Section 5 of the National Agreement.

#### SECTION 2. Wash Up time

1. Postmaster will grant sufficient wash up time to each employee before lunch and prior to end tour subject to the grievance procedure. The principles of wash up time, as set forth in the National Agreement shall be applied.

APWU CRAFT

ARTICLE X. LEAVE

SECTION 1. Guidelines for Curtailment

1. Guidelines for curtailment, or termination of Postal Operations to conform with Local authorities or as conditions warrant because of emergency conditions.
  - A. The Postmaster, or his designee, after consideration of appropriate Federal, State and Local Governmental recommendations and directives shall cause an announcement to be made in a timely manner by local radio/phone as to whether employees off duty shall be required to report for duty as scheduled.

No announcement will be made if employees are required to report scheduled.

He shall give the text of such an announcement to the supervisor on duty responsible for taking calls from off duty employees.

It is understood that civil disorders, military attack and extreme weather conditions such as snow storms and tornado warnings are to be included in the items to be considered for termination or curtailment of services.

In these instances where operations are curtailed or terminated as set forth above, the employer shall apply the current administrative leave policy.

## APWU CRAFT

### ARTICLE 10. LEAVE

#### SECTION 2. Formulation of Local Leave Program (All Crafts)

1. The choice period shall be January 1st through November 30th.
  - A. Selection(s) for leave/vacation periods shall be held during the second week of December.
2. All employees shall be granted their full allotment of up to fifteen (15) continuous days within the choice period, according to their earned leave category.
3. One (1) clerical employee shall be granted leave at one time during the choice period. This will permit all clerical employees to choose, at their option, and within their earned leave category up to three (3) continuous week periods during the choice period.
4. The selection of choice vacation first round periods shall be on a seniority basis.
  - A. The second round shall immediately follow the first round of selection and shall be for no more than (1) week using the same order of selection as 4 above.
  - B. The second round shall immediately follow the first round of selection and shall be for no more than two week increments, using the same order of selection as 4 above, giving priority to all clerks requesting five consecutive days or more.
  - C. The second round selection, the duplicate PS Form 3971 will be returned to the requesting employee on or before January 10.
  - D. During the last two weeks in November, employees will be permitted to select annual leave for the period beginning Dec 26 through Jan 1 by submission of PS Form 3971, Request for or notification of Absence. If the postmaster is not on leave during that time period, the request will be granted by Seniority and the employee notified by way of an approved 3971 not later than Dec 15. The postmaster will have priority to select the week of Dec 26 through Jan 1.
5. All leave requested after the first and second selections will be by submission of PS Form 3971 in duplicate, on a first come, first served basis. Such leave requests will be approved or disapproved by management, up to the quota of one (1) clerical employee, within employee, within 24 hours of submission. If the duplicate PS Form 3971 is not returned to the requesting employee with the decision of management, within the 24 hour period, the leave request will be considered granted.

- A. If two or more requests are received simultaneously, seniority will be the governing factor.
6. All Ps Form 3971 and duplicate, will be time dated on the time clock, where available. Where no time clock is available, the PS Form 3971s will be hand bumped with a postmark.
  7. The first day of any employee's vacation shall commence on the first day of the employee's basic work week, or at the start of the service week, at the option of the employee.
  8. In the event of cancellation of all or any part of the employees approved leave selection it shall be available, by bid, to other employees on a seniority basis. Any employee desirous of relinquishing annual leave in the choice period for which he or she has signed will notify, in writing, a member of management Fourteen (14) days in advance of the vacation period to allow sufficient time for posting, except in an emergency, and there is no time to post. The opportunity for this opening would be offered on a seniority basis to other employees.
  9. Attendance at National and/or State Conventions shall be charged to the choice periods, unless the employee is a delegate, in which case he would be entitled to another choice.
  10. Any annual leave to attend Union Activities shall be charged to choice vacation period, unless the employee is a steward or delegate.

#### APWU CRAFT

#### SECTION 3. CHOICE VACATION PERIODS (MAINTENANCE CRAFT)

- A. The choice vacation period shall be from the first full week in June and run through the Labor day week.
- B. Requests for leave outside the choice period shall be made as far as in advance as possible (other than emergency requests) by submitting a PS Form 3971 in duplicate.

APWU CRAFT

ARTICLE XI. HOLIDAYS

SECTION 1. HOLIDAY SCHEDULE

- A. The employer will determine the number and categories of employees needed for holiday work and a schedule shall be posted as of the Tuesday preceding the service week in which the holiday falls.
- B. A many full-time and part-time regular schedule employees can be spared will be excused from duty on a holiday or day designated as their holiday.
- C. All casual and part-time flexible employees must be utilized on a holiday to the maximum extent possible, even if the payment of overtime is necessary.
- D. If full-time regulars are required to work the holiday it shall be first on a voluntary basis to the senior clerk(s) who volunteered.
- E. If, after the provisions of C and D above have been met, any additional full-time regulars are required to work, it shall be on a rotating basis by juniority.

APWU CRAFT

ARTICLE XIII ASSIGNMENT OF ILL OR INJURED REGULAR WORKFORCE  
EMPLOYEES.

SECTION 1. Light Duty

1. Temporary light duty assignments will be established by crafts. At least one position will be allowed as a light duty assignment. The basic work week and the tour need not be the same as the light duty employee previously held. Duties may include, but are not limited to Boxing mail, assisting mark up, window duties, answering the telephone, and any other duties according to the capabilities.

Assignment of light duty assignments and positions shall be by consultation and agreement between management and the Union.

## APWU CRAFT

### Article 17. Representation

#### Section 1 Labor/Management meeting (all Craft)

- A. Joint labor / management meetings shall be held when requested by the Union - Employer on matters of concern to crafts involved. Special meetings may be arranged for exceptional or unusual changes of policy or practices affecting craft employees.
- B. Agenda items for the meeting shall be exchanged at least two full days prior to the scheduled meeting. Emergency cancellations of a meeting for good cause does not preclude the necessity for calling a new meeting within three working days.
- C. Agenda items will be answered to the maximum extent possible. Items requiring further research or study will be carried over as agenda items to be answered in no later than thirty days.
- D. Additional items placed on the agenda may be discussed by mutual consent.
- E. Within ten days after the meeting, printed copies of the summary of the meeting shall be provided to the Union's General President.
- F. Where local committees are formed on a craft basis, a craft representative shall be designated by the Union's General President.
- G. Technological and Mechanizational changes shall be subjects recognized for discussion in all labor/management meetings.
- H. The employer shall advise the union General President of changes due to technological and mechanizational improvements and the expected impact on the workforce as soon as these changes become known to the Employer.



APWU CRAFT

ARTICLE XX. PARKING

1. Available parking space on the postal grounds shall be divided proportionally between crafts and within the crafts, on a seniority basis. A committee shall be established consisting of one (1) member of management and to include a representative of the American Postal Workers Union to resolve parking problems as they mat arise.

## APWU CRAFTS

### ARTICLE XXXVII CRAFT SUPPLEMENTAL PRINCIPLES OF SENIORITY

#### SECTION 1. Full Time Regulars

- A. They shall apply to all full time regulars employees in so far as it implies to the equitable distribution of assignments duties and hours of work, provided such distribution in not in conflict with the National Agreement and other Articles of the Memorandum of Understanding.

#### SECTION 2. Part Time Flexible

- A. Duties shall be equitably distributed in so far as possible.
- B. Duty hours available shall be equitably distributed in so far as is possible.

#### SECTION 3. Posting and Bidding

1. When a decision is made to change the starting time of a full time regular duty assignment by more than one hour, the incumbent shall have the option of accepting the new reporting time. If the incumbent accepts the new reporting time, the assignment will not be reposted.

#### SECTION 4 Seniority List

The Installation Head shall post an updated seniority list on an employee bulletin board by December 1 and June 1 each year. A copy shall be provided to the Local APWU at the same time.

**ELM GROVE, WISCONSIN 53122**

THIS LOCAL MEMORANDUM OF UNDERSTANDING  
SHALL BE EFFECTIVE SEPTEMBER 1, 2011  
AND SHALL REMAIN IN FULL FORCE  
AND EFFECT UNTIL A NEW  
LOCAL MEMORANDUM OF UNDERSTANDING  
IS NEGOTIATED AS A RESULT OF  
NEGOTIATIONS AT THE NATIONAL LEVEL.

THIS MEMORANDUM OF UNDERSTANDING IS ENTERED  
INTO BETWEEN THE REPRESENTATIVE FOR THE  
UNITED STATES POSTAL SERVICE  
AND THE DESIGNATED AGENT FOR THE  
AMERICAN POSTAL WORKERS UNION,  
PURSUANT TO THE  
LOCAL IMPLEMENTATION PROVISIONS OF THE  
2010 NATIONAL AGREEMENT.

*no change to existing local currently*

POSTMASTER

USPS

WEST SECTIONAL, DIRECTOR APWU

PRESIDENT,

APWU