

LOCAL MEMORANDUM OR UNDERSTANDING  
BETWEEN  
AMERICAN POSTAL WORKERS UNION, AFL-CIO  
MILWAUKEE AREA LOCAL  
AND  
U.S. POSTAL SERVICE  
GREENDALE POST OFFICE  
NOVEMBER 21, 2006

## APWU CRAFT

### ARTICLE VIII HOURS OF WORK

#### SECTION 1. OVERTIME ASSIGNMENTS

- A. Overtime assignments shall be in conformance with the provisions of Article 8, Section 5 of the National Agreement.
- B. The uniform system for recording overtime opportunities for employees on the overtime desired list shall be as follows: ( If applicable)
  - 1. Overtime "marks" records will be kept showing the amount of overtime worked.
  - 2. Hours of overtime will be kept as equal as possible..
  - 3. If a volunteer employee declines overtime by the use of Form 3971 they shall be given a "mark" for each hour declined, as if he/she worked the overtime.

#### SECTION 2 OVERTIME NOTIFICATION

The employer shall make every effort to give employees at least one hour advance notice of overtime, to the extent possible.

#### SECTION 3 WASH UP TIME

- 1. The amount of wash up time granted each employee shall be 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. CURTAILMENT OF SERVICES

1. Guidelines for curtailment, or termination of Postal Operations to conform with Local authorities or as conditions warrant because of emergency conditions. (All Crafts)
  - A. The Postmaster, or his designee, after consideration of appropriate Federal, State and Local Governmental recommendations and directives shall cause 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. The postmaster or designee shall give the text of such announcement to employees responsible for taking calls of inquiry from off duty employees. No announcement will be made if employees are required to report as scheduled.

In any instance, when operations are curtailed or terminated, the employer shall apply the current administrative leave policy as appropriate.

#### SECTION 2. FORMULATION OF LOCAL LEAVE PROGRAM (ALL CRAFTS)

1. The choice period shall be January through November.
  - A. Vacations may be selected for all months but December.
  - B. Selection for the choice vacation periods shall commence during the first week of December and to be completed by the last week of December.**
2. **During the initial vacation picks period, an employee shall be entitled to (2) two choices. The choice may be split, at the employee's option, in units of either 5 or 10 working days, the total not to exceed the ten (10) or fifteen (15) days.**
3. One (1) clerical employee shall be granted leave at one time during the choice period or any 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 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. Clerks with twenty (20) or (26) days coming will make one or two more selections as outlined above.

5. All choices will be made off the vacation chart and are automatically granted when employee picks. This includes selections made outside the choice period. This vacation chart is permanently posted and a signed copy is given to the clerks.

**A. All weeks not selected may be written for as extra annual leave on a first come first serve basis by submitting a Form 3971. If two (2) or more requests are received simultaneously (on the same day prior to 12:30 pm) seniority will be the governing factor. These selections will be granted depending upon the needs of the service.**

6. **The first day of the employee's vacation shall be on Sunday.**

7. Choice or canceled vacations will be honored on a first come first serve basis, in accordance with the needs of the service. Posting of a canceled vacation will be done immediately to inform all employees.

8. Vacations must be canceled at least fourteen (14) days in advance.

9. Management must notify employees asking for canceled vacation at least seven (7) days in advance.

10. Vacation trades because of emergency or extenuating circumstances will be allowed if employees submit a temporary change of schedule form.

11. 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.

12. Any annual leave to attend Union activities shall be charged to choice vacation period, unless the employee is a steward or delegate.

13. When annual leave, other than planned vacation selections, is requested, it shall be made on Form 3971 at least ten (10) days advance, and Management will let employee know at five (5) days in advance of time requested.

#### B. Sick Leave

1. Requests for emergency sick leave must be made at least one (1) hour in advance of employees scheduled starting time, if possible.

2. Planned sick leave for dentist, X-ray, physical, etc. should be requested as far in advance as possible with employees and management cooperation.

SECTION 3 LOCAL LEAVE PROGRAM (MAINTENANCE CRAFT)

1. Choice Vacation Periods

- 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 in advance as possible (other than emergency request) by submitting PS Form 3971 in duplicate.

## APWU CRAFT

### ARTICLE XI HOLIDAYS

#### SECTION 1 HOLIDAY SCHEDULE (ALL CRAFTS)

- A. For holiday scheduling, or the day designated as the holiday, will be according to the following sequences:
1. All non-career and part-time flexible employees, to the maximum extent, even if overtime is necessary.
  2. Full-time regular employees with necessary skills, who have volunteered to work on their holiday, by seniority and tour on a non-rotating basis.
  3. Full-time regular employees with necessary skills, who are on the quarterly volunteer overtime list to work on their regularly scheduled off-day, by tour in accordance with the overtime-desired-list rotation.
  4. Full-time regular employees with necessary skills, who have not volunteered to work on their holiday, will be scheduled by juniority, by tour, on a rotating basis. (Fact that an employee volunteered for any prior holiday does not take the employee out of rotation.)
  5. Full-time regular employees with necessary skills, who have not volunteered to work their regularly scheduled off day, will be scheduled by juniority, by tour, on a rotating basis.

APWU CRAFT

ARTICLE XIII ASSIGNMENT OF ILL OR INJURED REGULAR WORKFORCE  
EMPLOYEES

SECTION 1. LIGHT DUTY

- A. Temporary light duty assignments may be made upon written request of the employee to the postmaster, substantiated by written medical certification.
- B. Management shall make every effort to assign light duty in accordance with Article 13 of the National Agreement and 546.141 ELM. If light duty request is denied, the employee and the Union will be immediately notified.
- C. Under no circumstances will ill, injured or light duty employees from another craft be placed on temporary light duty assignments in preferred clerk craft positions.

## APWU CRAFT

### ARTICLE XIV SAFETY AND HEALTH

#### SECTION 1 OTHER

Any changes in the local environmental factors that will significantly affect working conditions will be discussed with the union as soon as local management is aware of the impending change.



## APWU CRAFT

### ARTICLE XVIII REPRESENTATION

#### SECTION 1. LABOR/MANAGEMENT MEETINGS (ALL CRAFTS)

- 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 cancellation of a meeting for good cause does not preclude the necessity for calling a new meeting within three working days.
- C. All 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 30 days.
- D. Additional items placed on the agenda may be discussed by mutual consent.
- E. Within 10 days after 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 mechanization changes shall be subject recognized for discussion in in all labor/management.
- H. The employer shall advise the Union's General President of changes due to technological and mechanization 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 employee parking 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 may arise.

## APWU CRAFT

### ARTICLE XXXVII CRAFT SUPPLEMENTAL – PRINCIPLES OF SENIORITY

#### SECTION 1 FULL TIME REGULARS

- A. They shall apply to all full time regular 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 FLEXIBLES

- A. Duties and duty hours available shall be equitably distributed in so far as 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 posted.

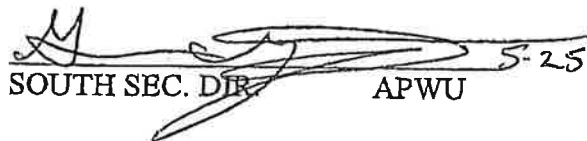
#### SECTION 4 SENIORITY LIST

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.

THIS LOCAL MEMORANDUM OF UNDERSTANDING SHALL BE EFFECTIVE NOVEMBER 21, 2006 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 ON THE FIRST DAY OF MAY 3, 2007 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 2006 NATIONAL AGREEMENT.

  
POSTMASTER O: C

  
SOUTH SEC. DIR. APWU 5-25-07