

LOCAL MEMORANDUM OR UNDERSTANDING

BETWEEN

AMERICAN POSTAL WORKERS UNION, AFL-CIO

MILWAUKEE AREA LOCAL

AND

U.S. POSTAL SERVICE

WATERTOWN POST OFFICE

APWU

ARTICLE I WASH UP TIME

SECTION I A reasonable amount of wash-up time will be allowed to employees for cleaning up when and as the need arises.

ARTICLE II LOCAL LEAVE PROGRAM

SECTION I CHOICE VACATION PERIOD

- A. Prime time for the vacation calendar shall be from approximately on or about April 1 though approximately on or about September 22. This will be contingent upon the number of employees.
- B. This first round of vacation bidding shall include bids during the prime time and the balance of the year except the month of December through January 10. The second round of bidding will encompass the entire year except the month of December through January 10.
- C. The beginning day of an employees bid vacation will start on a Monday and continue through Sunday with every reasonable effort being made to grant an employees' request for the previous Saturday off depending on the merits of the request and the manpower needs of this office.
- D. Employee, including full time regulars and part time flexibles will be authorized two (2) weeks of either consecutive or split (in full weeks) on their first round with the employee's option of taking another week in the choice vacation period on the second round, not to exceed three (3) weeks of bid vacation during the choice vacation period at the employee's option.

- E. Third round - Employee will be authorized one (1) full week, not to exceed three (3) weeks in the choice vacation period.
- F. Fourth round - Employee will be authorized one (1) full week, not to exceed three (3) weeks in the choice vacation period.
- G. Fifth round - Employee will be authorized up to five (5) individual days, if eligible, not to exceed more than one of the same day.
- H. Clerks including part time flexible and full time regulars will be on a separate vacation calendar. Bidding will be by seniority within the craft making sure that no part time flexible or full time regulars bid vacation during the choice vacation period is infringed upon by members of another craft.
- I. At least one (1) clerk including part time flexible and full time regular shall normally be authorized vacation at one time during the choice vacation period, except during the last week of June and the first four (4) weeks of July when there shall be at least two (2) clerks, either regular or part time flexibles on vacation at one time. The last week of June to be determined prior to bidding procedures. The number of weeks usable shall be in direct ratio to the number of employees (example: nine (9) employees, nine (9) of the ten (10) weeks usable, eight (8) employees, eight (8) of the ten (10) weeks usable).
- J. If a request for annual leave outside the choice vacation period is submitted by the employee at least seven (7) days prior to the first day of the requested leave, a determination on such requested leave shall be made within three (3) working days of the submission of the request.

ARTICLE III OVERTIME DESIRED LIST

SECTION I The overtime desired list shall be on an office wide basis in the clerk craft with respect to qualifications.

ARTICLE IV EMPLOYEE PARKING

SECTION I Management shall provide five (5) parking spaces for full time regular clerks. Such parking to be assigned by seniority

ARTICLE V LEAVE TO ATTEND UNION ACTIVITIES AND JURY DUTY

SECTION I One (1) clerk shall be off, if requested, to attend Union activities, and if these days affected his/her first three (3) week choice he/she would be granted other days off during the two (2) deep period of bidding.

SECTION 2 Jury duty will be worked out as the problem arises with every effort being made to satisfy the employee involved as it would affect his/her vacation.

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. Part Time Flexible employees to the maximum extent possible, even if the payment of overtime is necessary.

C. Full time employees who have volunteered to work their holiday, by seniority.

D. PSE's to the maximum extent possible even if the payment of overtime is necessary.

E. Any full-time employees who have not volunteered to work, on a rotating basis by juniority.

WATERTOWN, WISCONSIN 53094

**THE LOCAL MEMORANDUM OF UNDERSTANDING SHALL
BE EFFECTIVE SETEMBER 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.**

 12/2/11
POSTMASTER USPS


WEST SECTIONAL DIRECTOR APWU


PRESIDENT APWU