

MEMORANDUM OF UNDERSTANDING
BETWEEN
UNITED STATES POSTAL SERVICE
AT
JENISON, MI
AND
WESTERN MICHIGAN AREA LOCAL
AMERICAN POSTAL WORKERS UNION

ARTICLE 3

HOURS OF WORK

Section 1. Work Week

1. The regular work week shall be five (5) days with fixed days off.

Section 5. Overtime Assignments

1. One (1) hour advance notice of overtime shall be given, unless the late arrival of mail prevents. The use of telephone to arrange transportation shall be allowed.
2. "Overtime Desired" lists in Article 3 shall be by craft.

Section 9. Wash-up

1. Each employee will receive a reasonable wash-up time.

ARTICLE 10

LEAVE

Section 3. Choice Vacation Period

1. Selection of choice vacation period(s) shall begin on or about January 1 and be completed by the last day in January. The schedule will be posted in the first week of February. Requests for choice vacation period(s) shall be submitted on PS Form 3971 in duplicate. The duplicate will be returned to the employee signed by the appropriate official notifying the employee of the choice vacation schedule approved for him. The approved total vacation schedule will be posted when selections have been completed. Employees may pass up choice, however, they shall be given the opportunity to fill any unfilled vacation selections following the choice vacation selection period.
2. An employee may, at his/her option, request two (2) selections during the choice vacation period in units of five (5) or ten (10) working days, the total not to exceed the ten (10) or fifteen (15) days described in Article 10, Section 3, part D of the 1994 National Agreement.
3. The choice vacation period shall be eighteen (18) consecutive weeks commencing the first week in May (the week that includes May 1) and the week that includes the Thanksgiving day holiday.
4. The number of employees who may receive annual leave each week during the choice vacation period shall be equal to 15 % of the full time and PTF clerk complement, with the understanding that percentages will be in increments of 1/100's and that .49 employees will be rounded to the next lowest whole number of employees and .50 employees will be rounded to the next higher whole number of employees.
5. Employees shall begin their choice vacation period(s) on Monday. Exceptions may be granted by agreement among the employee, Union representative and the Employer.
6. Jury duty or attendance at State or National Union Conventions during the choice vacation period shall not be changed to choice vacation selection.

ARTICLE 10

LEAVE

Section 4. Vacation Planning

1. Request for annual leave during other than choice vacation period may be submitted in duplicate on PS form 3971. The signed duplicate copy indicating whether the leave was approved or disapproved, will be returned to the employee within three (3) days by the approving official, if it is not, it will be considered approved. If disapproved, the reason will be stated.
2. Employees will be allowed six (6) weeks of maternity leave prior to childbirth and eight (8) weeks following childbirth. Additional length of absence for maternity reasons will be documented by the employee's physician.
3. During non-choice vacation periods, 10% of the employees of the clerk complement will be allowed annual leave and with the understanding that percentages will be in increments of 1/100's and that 49 employees will be rounded to the next lowest whole number of employees and 50 employees will be rounded to the next high whole number of employees.

ARTICLE 11

HOLIDAYS

Section 6. Holiday Schedule

1. All casual and part-time flexible clerks to the extent possible, even if payment of overtime is required.
2. Full-time and part-time regular clerks that have volunteered to work on the holiday or their designated holiday.
3. Full-time and part-time regular clerk volunteers whose scheduled non-work day falls on the holiday, even though the payment of overtime is required, by seniority.
4. Non-volunteer full-time and part-time regular employees by juniority.

ARTICLE 12

PRINCIPLES OF SENIORITY, POSTING AND REASSIGNMENTS

Section 3. Principles of Posting

1. An assignment shall be reposted if a change in starting time exceeds one (1) hour when requested by the Union. An incumbent shall not have the option of accepting a new start time.
2. A duty assignment shall be reposted if the principle assignment area(s) or principle duties are changed.
3. The successful bidder shall be placed in the new assignment within fourteen (14) days.

ARTICLE 13

ASSIGNMENT OF ILL OR INJURED REGULAR WORK FORCE EMPLOYEES

The consideration and issues of high duty assignments raised in Articles 30 and 13 of the 1994 National Agreement will be addressed by Management and the Union as the need arises, on an individual case basis.

ARTICLE 14

SAFETY AND HEALTH

Section 1. Guidelines for Curtailment or Termination of Postal Operations

1. In the event of unusual or emergency circumstances which could affect the safety and health of employees, the Postmaster or his designee shall give serious consideration to, but not limited to, the following:

1. The Safety and Health of the Employee
2. Civil Disorders
3. Acts of God
4. Hazardous Weather Conditions
5. Advice of Local Authorities

Management will notify the employees at the earliest possible time of termination or curtailment of Postal operations. Such notification will be by telephone, and/or available public media such as television or radio.

When a "Tornado Warning" applicable to this installation is reported, either by Civil Defense or by the radio station officially designated to broadcast such alerts, then Management will follow these general rules:

- a. When a "Tornado Watch" is announced, the radio shall be kept tuned to a local station.
- b. In the event of a "Tornado Warning" the Supervisor in charge shall advise employees to proceed to a shelter area.

Section 2 Cooperation

Current lists of telephone numbers for doctors, ambulances, rescue squads, hospitals, and other medical facilities shall be posted on all first aid cabinets and near outgoing telephones.

ARTICLE 17

REPRESENTATION

Section 5 Labor-Management Committee Meetings

1. Labor-Management shall be held monthly if requested by the Union. Agenda items must be submitted forty-eight (48) hours in advance of the scheduled meeting.

ARTICLE 20

PARKING

1. Management will take reasonable steps based on specific needs of the USPS vehicles and its customers to provide parking to employees other than supervisors on a first come, first serve basis.

This Memorandum of Understanding is entered into on March 28, 1996, at Jenison Michigan between the representatives of the United States Postal Service, and the Designated Agent of the American Postal Workers Union, AFL-CIO, pursuant to the local implementation provisions of the 1994 National Agreement.



Joseph Michniacki, Postmaster
United States Postal Service



Richard G. Page, Vice President
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