

AMERICAN POSTAL WORKERS UNION,  
AFL-CIO  
DETROIT DISTRICT AREA LOCAL

LOCAL MEMORANDUM OF  
UNDERSTANDING

UNITED STATES POSTAL SERVICE  
SALINE, MICHIGAN 48176

2024 – 2027

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**ITEM #1**  
**WASH-UP TIME**

Management will allow a five (5) minute wash-up time to those employees who perform dirty work or work with toxic material.

**ITEM #2**  
**BASIC WORK WEEK**

The basic work week scheduled for Regular Clerks shall be as previously established, specifically fixed and/or rotating days off.

**ITEM #3**  
**CURTAILMENT OF OPERATIONS**

When local emergency conditions warrant, Management will take whatever actions may be necessary to carry out its mission in emergency situations. This will be done to insure the preservation of the health and welfare of the employees at this installation. Reasonable consideration shall be given, but not limited to, such conditions as:

- A. Safety & Health of the employees
- B. Acts of God
- C. Civil Disorders
- D. Orders of local authorities

Every consideration shall be given to leave requests submitted by employees in those areas affected.

The local Union representative shall be notified as soon as possible of any emergency condition.



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**ITEM #4**  
**LEAVE PROGRAM**

Clerks who become ill while on annual leave during the choice period may select a different vacation schedule, providing there is open time and number of employees off does not exceed the maximum allowable.

Re-posting of cancellations: All cancellations shall be re-posted

Vacation call-in: No clerk will be called into work while on annual leave without his/her consent.

Emergency leave: Emergency leave shall be considered on its own individual merits and granted to the greatest extent possible.

**ITEM #5**  
**CHOICE VACATION PERIOD**

The Choice Vacation Period shall extend from the first full week of January through the last full week of November, plus the week between Christmas and New Year, for each calendar year for the duration of this agreement.

**ITEM #6**  
**VACATION BEGINNING DAY**

The day designated as the first or beginning day of an employee's vacation period shall be Monday. Exceptions may be granted by mutual agreement.



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**ITEM #7**  
**LEAVE OPTIONS**

Employees may at their option request two (2) selections during the choice vacation period, in units of either five (5) or ten (10) working days.

**ITEM #8**  
**JURY DUTY AND UNION LEAVE**

Employees required to be on Jury Duty, if such duty falls at the time of their selected vacation time, may select a different vacation schedule providing there is open time available, and the number of employees off does not exceed the maximum allowable.

Employees making requests to attend Union conventions as delegates or for training purposes will not have such time charged against their choice vacation selection provided that Management is given the inclusive convention dates (including travel time) prior to the original posting of the choice vacation schedule so this period can be reserved and blocked out on the vacation chart. Not more than one (1) employee may be granted leave to attend Union conventions, provided the total number of employees off does not exceed the maximum allowable during the choice vacation period.



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**ITEM #9**  
**LEAVE SCHEDULING**

The maximum number of employees per craft who shall be scheduled to receive leave each week during the choice vacation period shall be one (1) including part-time clerks. However, management may at their discretion, allow additional employees over and above the maximum to take annual leave.

**ITEM #10**  
**LEAVE APPROVAL**

Each employee will fill out at PS FORM 3971 in duplicate and submit both copies to their immediate supervisor, or the Postmaster if the immediate supervisor is unavailable. One copy shall be returned to the employee.

**ITEM #11**  
**NOTIFICATION OF NEW LEAVE YEAR**

No later than November 1<sup>st</sup>, management shall post on the bulletin board a notice advising employees of the beginning date of the leave year in accordance with Article 10, section 4A of the National Agreement. The notice is to remain posted throughout the year.



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**ITEM #12**  
**LEAVE OUTSIDE OF THE CHOICE VACATION PERIOD**

Other than during the choice vacation selection period, submission of a PS FORM 3971 in duplicate to the immediate supervisor, shall be the method of employees requesting annual leave. Such requests shall be considered on a first come, first served basis. Applications can be submitted any time after November 1<sup>st</sup> for the year following. The supervisor shall approve or disapprove a properly submitted leave request within four (4) calendar days of receipt of the 3971 and shall return a copy to the employee. Failure to approve or disapprove the leave request within four (4) calendar days shall deem the request approved.

**ITEM #13**  
**HOLIDAY SCHEDULING**

Section 1. As many full-time regular employees as can be spared will be excused from duty on a holiday or a day designated as their holiday.

Section 2. The employer will determine the number and categories of employees needed for holiday work and a schedule shall be posted no later than the Tuesday preceding the holiday.



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(Cont'd)

Section 3. Management shall schedule employees to work on a holiday or day designated as their holiday in the following order:

1. Part-time Flexible employees.
2. PSE – Postal Service Employees.
3. Career employees who have volunteered to work their holiday or day designated as their holiday (by seniority).
4. Career employees who volunteer to work their non-scheduled day (by seniority).
5. Career non-volunteers forced to work on their holiday or day designated as their holiday (forced by juniority).
6. Career non-volunteer forced to work their non-scheduled day (forced by juniority).

#### **ITEM #14**

#### **OVERTIME DESIRED LIST**

Overtime Desired Lists shall be established by craft.

The Overtime Desired Lists shall be posted in a conspicuous place. The Overtime Desired Lists are to be opened two (2) weeks prior to each quarter. The Overtime Desired Lists shall be furnished to the local Union representative upon request.



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**ITEM #15, #16, #17**  
**THE ASSIGNMENT OF ILL AND/OR INJURED REGULAR  
WORK FORCE EMPLOYEES**

Employees may be assigned light duty work that they are capable of performing within the limitation specified in their medical certification. Whenever possible, light duty assignments shall consist of the employee's regularly assigned duties, modified to meet their medical limitations.

When not feasible for an employee's light duty assignment to consist of their regularly scheduled duties modified to meet their needs, the light duty assignments shall be in their own craft. Light duty assignments shall not be established which will "bump" an employee from a regular bid assignment. Light duty assignments may be worked that is supplemental to regular assignments, even if doing so necessitates a reduction in hours of the supplemental work force.

**ITEM #18**  
**EXCESSING FROM A SECTION**

For the purpose of excessing the entire installation shall be considered as one (1) section by Craft (Clerk and Maintenance).

**ITEM #19**  
**PARKING**

Employee's parking spaces shall be available on a first-come, first-served basis. Parking for Postal Service vehicles shall be the first priority.



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**ITEM #20**  
**UNION LEAVE OPTIONS**

As per the National Agreement, Article 24.

**ITEM #21**  
**NEGOTIABLE CRAFT ITEMS**

**Safety & Health**

- a) A local safety committee shall be established in accordance with Article 14, sections 4,7, and 8.
- b) Health services available to employees for the treatment of job-related injuries or illness will be determined by management. Emergency telephone numbers for Police, Ambulance and Fire Departments shall be posted in a conspicuous place.

**Bulletin Boards:**

The employer shall furnish a standard bulletin board for use by the Union. Material shall be posted on such board per Article 22 of the National Agreement.

**Use of Telephone:**

- a) Upon request, employees shall have reasonable access to a telephone for personal calls.
- b) Every consideration will be given to telephone use by employees to arrange off-work obligations as may be necessitated by the requirement of overtime work by the employer.



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(Cont'd)

Break policy:

The present break policy shall continue in accordance with past practice.

**ITEM #22**  
**SENIORITY, POSTINGS AND REASSIGNMENTS**

Seniority:

- a) Seniority for all employees represented by this Union shall be installation wide, by craft.
- b) A Seniority list shall be posted and currently maintained for each craft.
- c) Seniority lists shall show all full-time and part-time employees in seniority order for preferred assignments and shall state service seniority.

Posting:

- a) When several assignments are posted simultaneously, the employees may bid on any number, stating preference in numerical order.
- b) Changes requiring re-posting.



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(Cont'd)

Clerk Craft:

1. Changes in the basic work week – N/S days.
2. Change of more than one (1) hour in starting time. (The incumbent shall have the option of accepting their new starting time provided there is agreement between the local Union President and his/her designee and the employee).
3. Changes in duty assignment of 50% or more of original job.

Maintenance Craft:

1. Changes in the basic work week – N/S days.
2. Change of more than two (2) hours in starting time. (The incumbent shall have the option of accepting their new starting time provided there is agreement between the local Union President and his/her designee and the employee).



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## LOCAL MEMORANDUM OF UNDERSTANDING

This Local Memorandum of Understanding constitutes agreement between the American Postal Workers Union, AFL-CIO Detroit District Area Local and Management of the United States Postal Office in Saline, Michigan 48176.

This agreement is entered into pursuant to the terms of Article 30 of the 2024 – 2027 National Agreement between the American Postal Workers Union, AFL-CIO and the United States Postal Service.

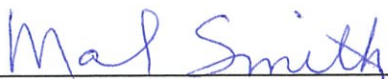
It is understood that those items currently contained in the previous Local Memorandum of Understanding, and not changed herein not in conflict on inconsistent with the terms of the National Agreement, shall remain in effect for the life of this agreement, including past established practices and employee privileges.



Christopher E. Ulmer, President  
American Postal Workers Union AFL-CIO

5-7-2026

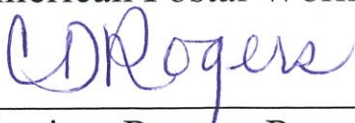
Date



Marcus D. Smith, Executive Vice President  
American Postal Workers Union AFL-CIO

5-7-2026

Date



Charisse Rogers, Postmaster  
Saline Post Office, U.S. Postal Service

7-30-2026

Date