

AMERICAN POSTAL WORKERS UNION
DETROIT DISTRICT AREA LOCAL

1990-1994 LOCAL MEMORANDUM OF UNDERSTANDING

UNITED STATES POSTAL SERVICE
WHITMORE LAKE, MICHIGAN 48189

INDEX

Local Memorandum of Understanding Signed Agreement between the Parties.

Page	1	Item #1	Wash-Up Time
	1	#2	Regular Work Week
	1	#3	Curtailement of Operations
	1	#4	Leave Program
	2	#5	Choice Vacation Period
	2	#6	Vacation Beginning Day
	2	#7	Leave Option
	3	#8	Jury Duty and Union Leave Business
	3	#9	Leave Scheduling
	3	#10	Leave Approval
	3	#11	Notification of New Leave Year
	4	#12	Leave Outside of the Choice Vacation Period
	4	#13	Holiday Scheduling
	4	#14	Overtime Desired List
	4	#15, #16, #17	Light Duty
	4	#18	Excessing from a Section
	5	#19	Parking
	5	#20	Union Leave
		#21	Negotiable Craft Items

ITEM #1

WASH-UP TIME

"Additional or longer wash-up periods". Management will grant a reasonable wash-up time to those employees who perform dirty work or work with toxic materials.

ITEM #2

REGULAR WORK WEEK

The regular workweek schedule for full-time Clerks shall be fixed days off.

ITEM #3

CURTAILMENT OF OPERATIONS

"Guidelines for the curtailment or termination of postal operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions". 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 postal employees at this Installation.

Reasonable consideration shall be given, but not limited to such conditions as

- a) Safety and Health of employees
- b) Civil Disorders
- c) Acts of God
- 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 when breakdown of air-conditioning or heating units result in abnormally warm or cold working conditions.

ITEM #4

LEAVE PROGRAM

Ill during vacation - Clerks who become ill while on annual leave

(Cont 'd)

ITEM #4

LEAVE PROGRAM

during the choice period may select a different vacation schedule, providing there is open time and the number of employees off does not exceed the maximum allowable.

Reposting of cancellations - All cancellations shall be reposted as soon as possible

Exchanging of leave - Exchanging of leave is not permitted without the approval of the Employee and the Employer.

Vacation call-in - No Clerk will be called in to work while on annual leave without his/her consent.

Emergency Leave - Emergency leave shall be considered on its own individual merits and given to the greatest extent possible.

ITEM #5

CHOICE VACATION PERIOD

"The duration of the choice vacation period". The Choice Vacation Period shall extend from the first full week of January through the last full week of November each calendar year for the duration of this Contract.

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.

ITEM #7

LEAVE OPTION

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 BUSINESS

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

Employees making requests to attend Union Conventions 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 convention period is not to exceed the maximum all allowable during the choice period.

ITEM #9

LEAVE SCHEDULING

The maximum number of employees who shall be scheduled to receive leave each week during the choice vacation period shall be one (1) of the total complement of Clerks, including Part-Time Clerks.

ITEM #10

LEAVE APPROVAL

Each employee will fill out a PS Form 3971, in duplicate and submit both copies to the Postmaster of his/her signature. One copy will be returned to the employee.

ITEM #11

NOTIFICATION OF NEW LEAVE YEAR

Management shall post on their bulletin board a notice advising employees of the beginning date of the leave year in accordance with Article X, Section 4A of the National Agreement. The notice is to remain posted throughout the year.

ITEM #12

LEAVE OUTSIDE OF THE CHOICE VACATION PERIOD

Other than during the choice vacation period, submission of PS Form 3971, in duplicate to the Immediate Supervisor, shall be method of employees requesting annual leave. Such requests shall be considered on a first-come, first-serve basis. Applications can be submitted any time after November 1 for the year following. The Supervisor will approve or disapprove the request within four (4) days of receipt of the application and return the duplicate copy to the employee.

ITEM #13

HOLIDAY SCHEDULING

As per the National Agreement.

ITEM #14

OVERTIME DESIRED LIST

As per the National Agreement.

ITEM #15, #16, & #17

LIGHT DUTY

Employees may be assigned light duty that they are capable of performing, consistent with limitations specified in the medical certification for light duty.

ITEM #18

IDENTIFICATION OF A SECTION

For the purpose of excessing, the entire Installation shall be considered as a Section.

ITEM #19

EMPLOYEE PARKING

The employees' parking spaces shall be utilized on a first-come, first-serve basis.

ITEM #20

UNION LEAVE

As per the National Agreement.

LOCAL MEMORANDUM OF UNDERSTANDING

This Local Memorandum of Understanding constitutes agreement between the American Postal Workers Union, AFL-CIO Detroit District Area Local and the Management of the United States Postal Service at Whitmore Lake, Michigan 48189.

This agreement is entered into pursuant to the terms of Article XXX of the 1990-1994 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, not in conflict or inconsistent with terms of the National Agreement, shall remain in effect.

10-31-91

Roger R. Holbrook, President
APWU-Detroit District Area Local

Patrick A. Chornoby, Vice President
APWU-Detroit District Area Local

Hildy Foley, Postmaster
Whitmore Lake Post Office