

**LOCAL MEMORANDUM OF
UNDERSTANDING BETWEEN
THE NATIONAL ASSOCIATION OF
LETTERS CARRIERS BRANCH 11
AND
THE EVANSTON IL POST OFFICE**

602101-9998

2019-2023

This MEMORANDUM OF UNDERSTANDING is entered into on **May 25, 2021** at the Evanston, Illinois Post Office, between the representatives of the U.S. Postal Service and the designated agents of the Union signatory to the National Agreement, Branch #11, National Association of Letter Carriers, AFL-CIO, pursuant to the local Implementation Provision of the **2019-2023** National Agreement. This MEMORANDUM OF UNDERSTANDING constitutes the entire agreement on matters relating to local conditions of employment.

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ARTICLE 1

The employer recognizes that carriers perform dirty work, and shall grant reasonable wash-up time for members of the carrier craft.

ARTICLE 2

The scheduled work week of all full time regular letter carriers will include rotating nonscheduled days with the following exceptions:

- Voma(s) that come from the carrier craft will have fixed days off.

ARTICLE 3

After consultation with the appropriate authorities, the Postmaster or designee will determine what curtailment of services are required. The Postmaster or designee will inform the Union of any curtailment of service.

ARTICLE 4

Each reasonable request for emergency annual leave will be granted. The needs of the Postal Service must be considered where a substantial number of carriers would be affected, such as a flood, etc.

Letter carriers may be granted reasonable Administrative Leave for the purpose of making free will blood donations.

Union Leave is defined as annual leave or leave without pay, as requested, for the purpose of attending state and/or national conventions or specially called meetings within the state, regional, or national levels of the National Association of Letter Carriers.

ARTICLE 5 (ANNUAL LEAVE)

This agreement covers leave years **2019** through and including **2023**.

SECTION 1

Management shall no later than November 1st, yearly publicize on the carrier's bulletin board and by periodic public address announcements, the beginning date of the new leave year.

SECTION 2

Vacation periods shall begin on Monday and end on Saturday.

SECTION 3

There will be two rounds of vacation bidding. The first round of bidding will begin on the first Monday in December. 15 employees will bid by seniority each day until all career carriers have had an opportunity to bid. The second round of bidding in the same seniority order will start no later than 10 days after the completion of round one.

The vacation board will be posted no later than November 15th each calendar year along with a list of dates carriers will select their annual leave during the first round of bidding. A list of dates for the second round of bidding will be posted at least seven days-prior to the start of the second round of bidding.

Carriers failing to make their selections on their assigned day will be moved to the top of the list on the next day of bidding.

Eligible carriers will get up to three selections during the first round of bidding totaling no more than three weeks.

Eligible carriers will get up to two selections during the second round of bidding totaling no more than two weeks.

All requests for annual leave must be submitted on triplicate PS form 3971 and given to their immediate supervisor. Carriers will receive the pink copy as proof of submission and the yellow copy upon approval or disapproval of their annual leave requests.

After both rounds of bidding have been completed, any remaining open slots on the annual leave board **may be used for incidental leave and any request** must be submitted no later than the Monday of the week prior to the week in which annual leave is being requested. Annual leave will be granted for the open slots based on the date submission, by seniority.

SECTION 4

The choice vacation period shall run for 52 weeks starting on the Monday of the first full week in January.

SECTION 5

Applications submitted for the first and second round of bidding of vacation weeks during the vacation period will be approved to allow 10% off of the total carrier complement on the rolls as of November 1 each calendar year. The percentage will be calculated using standard rounding, procedures. (i.e., fractions of 0.5 and above will be rounded to the next whole number.)

SECTION 6

Carriers wishing to cancel their approved full weeks of annual leave may do so on a PS Form 3971 up to 10 days prior to the start of their vacation. Carriers wishing to cancel full weeks of annual leave less than 10 days prior to the starting date of their vacation must get approval from both Management and the Union.

Once a week has been selected a carrier cannot cancel portions of that week, but must either relinquish the whole week or take the leave.

Carrier annual leave cancellations for full weeks that are approved 10 or more days in advance will be posted for bid for 3 working days and the slot on the annual leave board will be awarded to the senior bidder with sufficient annual leave to cover the bid.

Carriers must have sufficient annual leave balances for all annual leave bids. Any carrier that fails to have the required amount of annual leave will have that week(s) cancelled and put up for bid.

Carriers will not be allowed to work while on vacation

Carriers will be allowed to mutually exchange full weeks of annual leave, with the requests submitted on PS Form 3971 no later than 10 days prior to the starting date of the vacation.

SECTION 7

Employees on Jury Duty, Military Leave, or attending a state or national convention will not have to use a vacation bid for the time used.

SECTION 8

All requests for annual leave that are properly submitted on triplicate PS Form 3971 for requests outside the normal bidding period will be approved or disapproved within 3 working days. Requests that are not approved or disapproved within 3 working days will be considered approved.

ARTICLE 6 (HOLIDAY SCHEDULING)

Letter carriers shall be scheduled to work on a holiday or designated holiday in the following order:

- 1. All full-time carriers and part-time flexible volunteers on the Holiday Sign up List on their holiday or designated holiday or non-scheduled day by seniority.**
- 2. All qualified city carrier assistants (CCAs) and remaining part-time flexibles, to the extent possible even if payment of overtime is required.**
- 3. Assign all other full-time employees by inverse seniority with the guarantees as specified in Section 4 and 7 of Article 11 of the most current National Agreement.**

ARTICLE 7

The employer, to the greatest extent possible will reserve 15 hours per day for light duty assignments. Hours used by regular, or part time flexible carriers casing a route or assisting another route in office work, will not be considered part of the 15 hours reserved for light duty assignments.

All regular carriers, providing they are physically able, shall be guaranteed working the office portion of their assignment. Light duty assignments outside the carrier craft will be consistent with Article 13 of the National Agreement.

ARTICLE 8

Light duty assignment hours will be appointed on an equitable basis among regular carriers requesting light duty as outlined in Article 13 of the National Agreement.

ARTICLE 9

Within the carrier craft, the following will be considered light duty assignments:

1. Casing curtailed/delayed mail
2. Labeling carrier cases
3. Preparation of PS Form 3982
4. Any other duties or work assigned by the employer

All light duty assignments will be consistent with the employee's physical restrictions.

The local union representative will be notified by the Postmaster or designee upon the assignment of any carrier to a light duty assignment and the anticipated duration of the assignment.

ARTICLE 10

Letter carriers that normally report to the Vehicle Maintenance Facility, 1700 Emerson Street, Evanston, IL. for their scheduled workday will continue to utilize available spaces to park their personal vehicle, unless the needs of the Postal Service requires additional spaces for government owned or leased vehicles.

If during the duration of this agreement, management owned or leased parking spaces, in excess of the needs of the Postal Service, become available for employee parking, management will meet with the Union. The Union will determine the allocation of parking spaces to letter carriers.

ARTICLE 11

Labor/Management meetings shall be conducted quarterly during the representatives regularly scheduled workdays. The meeting date, time, and duration will be mutually arranged during the first week of the second accounting period of each quarter.

Meetings may be postponed by either party, but must be rescheduled within ten (10) calendar days.

Minutes of the meeting shall be kept by the employer. The local Union representatives shall be given two (2) copies of the minutes within seven calendar days after the meeting.

It is agreed that an agenda shall be exchanged at least 24 hours prior to the scheduled meeting. Any item not on the agenda may be discussed after all agenda items have been discussed.

The policies established for the Christmas operation will be subject of a timely scheduled Labor-Management meeting.

The local Union representative shall be notified in writing, with the name, social security number, appointment date, etc. of each new carrier. Such notification shall be prior to the Union addressing eligible carriers at any employee orientation program.

ARTICLE 12 (POSTING)

SECTION 1

Vacant full time duty assignments will be posted for bid and restricted to full time letter carriers with craft seniority the determining factor.

SECTION 2

In instances where several assignments are posted, a letter carrier may bid for as many assignments as are posted, stating their preference in the following manner: First choice, second choice, third choice, fourth choice, fifth choice, (sixth move offered to senior unassigned full-time carrier).

SECTION 3

Employees applying for an assignment through station bidding shall make a bid in writing and place it in the locked bid box during the period for which the notice is posted and open for bid. The bid box is to be opened in the presence of a union steward or alternate steward.

SECTION 4

The senior applicant for a vacant assignment shall be placed in the new assignment within five calendar days of the closing of station bids, unless on leave. The exception to this rule will be that management does not have to place a carrier into their new assignment during the month of December. In that case the employee will be placed in the assignment on the first Saturday, of the first pay period in January.

SECTION 5

Successful bidders for posted vacant assignments shall accept the non-scheduled days that accompany the new assignment.

SECTION 6

The notice for postings shall remain posted for a period of ten (10) calendar days.

SECTION 7

No full time regular assignment be posted because of a change in starting time.

SECTION 8

Posting of temporary assignments (Hold downs). All full-time unassigned regulars, reserve regulars, CCA's and part time flexible carriers may make it known their preference for all craft duty temporary assignments of five days or more and management will award these assignments on the basis of seniority and relative standing.

Annual leave schedules are posted for the entire year and employees in the categories above may present requests for such assignments in 30-day segments.

Unscheduled absences of 5 days or more will be offered for all eligible employees by a posting.

Bidding for temporary vacancies will end at the close of business on the Tuesday preceding the service week of the vacancy.

Management will make every effort to maintain the assignment for the duration of the absence.

Exceptions to the duration clause can occur when:

A. Full time regular and assigned carriers who have insufficient work for 8 hours and bump CCA's or part time flexibles on temporary bid assignments.

B. There is not 8 hours of work in the delivery unit for a reserve or assigned regular carrier who may bump a part time flexible or CCA holding down a

temporary bid assignment rather than be reassigned to another delivery unit where there is 8 hours of work.

C. A reserve or regular unassigned carrier is the successful bidder of a permanent vacant duty assignment.

D. Reserve carriers by virtue of having craft duty assignments, may not be arbitrarily moved from their permanent or temporary bid assignment. Unassigned regular carriers may be assigned to permanent route vacancies after their temporary bid assignments have ended.

E. Full time carriers, who are called into work their own routes on their non-scheduled days, bump their utility (T-6), who then bump a reserved or unassigned regular, CCA or part time flexible carrier holding a temporary bid assignment on one of the other four routes on the utility (T-6) string. If two (2) or more routes are vacant on their string, the utility (T-6) carrier will have the preference on which route that will work on that given day.

F. If there is no open route on their string, then the utility (T-6) carrier may bump any route that is manned by someone other than the regularly assigned carrier or the regularly assigned utility (T-6).

G. A Utility (T-6) called in on a non-scheduled day shall be assigned to any open route on their string. If there is no open route on the string, they may bump any route that is manned by someone other than the regular assigned carrier, only on their string. There is no bumping outside of their string.

ARTICLE 13

SECTION 1

NALC Branch #11 will be consulted prior to the designation of employees to all local committees which are established pursuant to the National Agreement by the Postmaster or the designee.

SECTION 2

Stewards and/or union officials of NALC Branch #11 shall have the right, with prior approval, to limited use of the public address systems at the

Evanston Post Office for the purpose of making announcements or interest to letter carriers.

SECTION 3

Stewards and/or union officials of NALC Branch #11, with prior approval, shall have the right to the use of official telephones in any postal station for the purpose of performing and engaging in official union duties and business related to the collective bargaining agreement and the Local Memorandum of Understanding: such telephone use shall be restricted to "local calls."

SECTION 4

Stewards of NALC Branch #11 will be permitted to wear NALC steward badges on their uniforms.

SECTION 5

Officers and stewards of NALC Branch #11 shall be permitted to hold meetings with the membership at stations providing prior approval has been received from local management. Providing further, that the meetings are held in the room designated for the NALC for their use. That those employees who participate are "off the clock" and there is no disruption of work activity and the room will be left in an orderly condition.

ARTICLE 14

A roster listing of all carriers in order of their seniority and relative standing, shall be permanently posted to be updated during the months of January and July each calendar year.

ARTICLE 15

Letter carriers on their own time will be permitted, upon request, the right to inspect official personnel folder at any time during regular personnel office hours, in the presence of an employee or manager of the personnel office.

ARTICLE 16

SECTION 1

It is agreed that the Methods Handbook, M-39, and the Carrier Handbook, M-41, shall be made available upon request to all carriers in every station.

SECTION 2

In the discussion of all pertinent matters concerning labor and management between the stewards and/or other union officials and local management, it is understood that these matters be handled in a businesslike manner.

SECTION 3

Information pertinent to letter carrier duties appearing in the Postal Area and local bulletin boards shall be called to the attention of letter carriers

ARTICLE 17

SECTION 1

Full time carriers desiring to work overtime shall place their names on either the "Overtime Desired List" or the "Work Assignment List" during the two (2) weeks prior to the start of the calendar quarter, and their names shall remain on the list until such time as they remove their names. Employees may switch from one list to the other during the two weeks prior to the start of the calendar quarter, and the change will be effective beginning the new calendar quarter. Employees who elect to either remove their name from a list or to switch to another list must submit that in writing to their immediate supervisor.

A. Carriers who sign the "Overtime Desired List" may be assigned to work overtime on any assignment, as needed, up to twelve (12) hours in a service day and sixty (60) hours in a service week.

B. Carriers who sign the "Work Assignment List" may indicate a preference to be considered available to work overtime on their assignment up to twelve

(12) hours on a regularly scheduled day and/or work overtime on their assignment on a nonscheduled day.

SECTION 2

When there is a need to call employees at home and the employee does not report for overtime, this failure to report will not be counted as an opportunity "missed" on the overtime desired list if the employee is given less than a one (1) hour advance notice prior to their regular starting time.

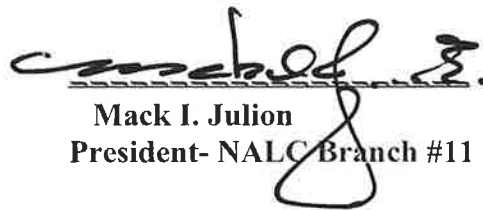
ARTICLE 18

Duration of Agreement

This MEMORANDUM OF UNDERSTANDING shall continue in full force and effect for the duration of the National Agreement **May 20, 2023**

 5/27/2021

Thomas Key
Officer-In-Charge
Evanston IL 60201



Mack I. Julion
President- NALC Branch #11