

R. M. King PJ

MEMORANDA OF UNDERSTANDING

ITEM A: ALL EMPLOYEES SHALL RECEIVE A 5 MINUTE WASH-UP PRIOR TO THEIR LUNCH (MEAL) TIME AND 5 MINUTE WASH-UP PRIOR TO THE END OF TOUR FOR DIRTY OR TOXIC WORK.

ITEM B: 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.

A. TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES, OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS, SHALL BE BASED UPON INFORMATION AVAILABLE AND RECEIVED FROM LOCAL, STATE AND NATIONAL AUTHORITIES, AND OTHER OFFICIAL SOURCES.

B. CONSIDERATION WILL BE GIVEN TO ACTS OF GOD, SUCH AS STORMS, FIRES, FLOODS, COMMUNITY DISASTERS AND PHYSICAL LIMITATIONS THAT JEOPARDIZE THE SAFETY AND HEALTH OF EMPLOYEES. THE SITUATION MUST BE GENERAL RATHER THAN PERSONAL IN SCOPE AND MUST PREVENT GROUPS OF EMPLOYEES FROM REPORTING TO WORK.

C. WITH REFERENCE TO THE ABOVE, MANAGEMENT SHALL ADVISE THE UNION CONCERNING THE APPROPRIATE ACTION IS TO BE TAKEN AND ACT IN ACCORDANCE WITH THE ELM, SUB CHAPTER 5, PART 519.

D. ALL REQUESTS FOR ADMINISTRATIVE LEAVE MUST BE ACTED UPON WITHIN 5 DAYS OF THE SUBMISSION BUT IN ANY CASE NO LATER THAN 7 DAYS AFTER THE INSTALLATION HEAD'S DECISION.

E. MANAGEMENT WILL ~~AVAIL~~ THEMSELVES OF PUBLIC MEDIA TO NOTIFY EMPLOYEES OF ANY CHANGES RESULTING FROM THE ABOVE.

F. MANAGMENT WILL TAKE ALL POSSIBLE OFF SETTING STEPS TO PREVENT THE INSIDE TEMPERATURE FROM DROPPING BELOW, OR GOING ABOVE THOSE ESTABLISHED BY THE U.S.P.S. AND AS SPECIFIED IN THE MAINTENANCE SERIES HANDBOOK MS49.

G. POSTAL OFFICIALS SHALL MAKE THE SAFETY OF THE EMPLOYEES THEIR PRIMARY CONCERN, TAKING APPROPRIATE ACTIONS TO PROTECT EMPLOYEES WHICH WOULD INCLUDE BUT NOT LIMITED TO, CONSIDERATION OF AN TRANSFER TO ANOTHER WORK AREA, OR OF LEAVE. THE NATURE OF SUCH LEAVE IF REQUESTED, SHALL BE DETERMINED BY MANAGEMENT, AND THAT LEAVE SHALL NOT BE UNREASONABLY WITHHELD.

H. WHENEVER ANY OF THE CONDITIONS IN PARAGRAPH F & G EXIST, THE RANKING REPRESENTATIVE OF LOCAL 300 ON DUTY WILL BE NOTIFIED.

I. EVERY CONSIDERATION SHALL BE GIVEN TO LEAVE REQUEST OF EMPLOYEES WHO COMPLAIN OF HEALTH PROBLEMS DUE TO CONDITIONS ARISING FROM CONTROVERSION OF PARAGRAPH G.

J. MANAGEMENT TO THE GREATEST EXTENT POSSIBLE WILL NOTIFY THE UNION WHEN AN EMERGENCY CONDITION EXIST.

LOCAL MEMORANDA OF UNDERSTANDING

ITEM C: FORMULATION OF LOCAL LEAVE PROGRAM IN ACCORDANCE WITH ARTICLE 10, PART 3D OF THE NATIONAL AGREEMENT, ANNUAL DURING THE CHOICE VACATION PERIOD WILL BE GRANTED AS FOLLOWS:

1. EMPLOYEES WHO EARN 13 DAYS ANNUAL LEAVE PER YEAR SHALL BE GRANTED EITHER 5 OR 10 DAYS OF CONTINUOUS ANNUAL LEAVE.

2. EMPLOYEES WHO EARN 20 OR 26 DAYS OF ANNUAL LEAVE PER YEAR SHALL BE GRANTED 5, 10 OR 15 DAYS OF CONTINUOUS ANNUAL LEAVE.

3. EMPLOYEES MAY SUBMIT TWO REQUESTS DURING THE CHOICE VACATION PERIOD IN UNITS OF EITHER 5 OR 10 DAYS. THE TOTAL NOT TO EXCEED 10 OR 15 DAYS.

EMPLOYEES SHALL SUBMIT VACATION PREFERENCE BID SHEET BETWEEN FEBRUARY 20 AND MARCH 6. VACATION REQUEST WILL BE APPROVED BY SENIORITY AND IS TO BE POSTED BY MARCH 20.

WHEN AN EMPLOYEE SUBMITS TWO (2) REQUESTS FOR ANNUAL DURING THE CHOICE VACATION PERIOD, THE SECOND REQUEST WILL BE CONSIDERED ONLY AFTER ALL FIRST REQUESTS HAVE BEEN APPROVED.

ALL EMPLOYEES WILL BE PERSONALLY NOTIFIED WHEN THEIR REQUESTS ARE APPROVED BY POSTING THE VACATION SCHEDULE ON THE MAIL HANDLERS BULLETIN BOARD.

IF AN EMPLOYEE WISHES TO CANCEL REQUESTS FOR ANNUAL LEAVE IT SHOULD BE SUBMITTED IN WRITING TO THE MANAGER SUPERVISOR AT LEAST ONE WEEK (1) IN ADVANCE OF THE FIRST DAY OF HIS/HER SCHEDULED VACATION. THIS WILL PERMIT OTHER EMPLOYEES TO TAKE ADVANTAGE OF CANCELLATION. ALL CANCELLATION WILL BE PROMPTLY POSTED TO AFFORD EMPLOYEES THE OPPORTUNITY TO SUBMIT VACATION PREFERENCE BID SHEET.

TO AVOID UNSCHEDULED ABSENCES AND TO ENCOURAGE PROPER USE OF LEAVE MANAGEMENT WILL MAKE REASONABLE EFFORT TO GRANT CHANGE OF REST DAY, REQUEST. REQUESTS MUST BE MADE ONE (1) WEEK IN ADVANCE.

SINGULAR OR MULTIPLE DAY INCIDENTAL ANNUAL LEAVE SHALL BE GRANTED, TO AT LEAST ONE MAIL HANDLER UNTIL THE SPECIFIED VACATION PERCENT FOR THE PERIOD REACHED.

ANNUAL LEAVE REQUEST FOR AN EMPLOYEES BIRTHDAY WILL BE GIVEN REASONABLE CONSIDERATION.

ANNUAL LEAVE REQUESTED FOR PART OF A DAY SHOULD BE ACTED UPON AS EXPEDITIOUSLY AS POSSIBLE BY HIS/HER IMMEDIATE SUPERVISOR PROVIDING THAT THE EMPLOYEE SUBMITS HIS/HER REQUEST ONE PRIOR TO THE REQUEST, TO THEIR SUPERVISOR.

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ITEM C: THE PROCEDURE FOR SUBMISSION OF APPLICATION FOR ANNUAL LEAVE DURING CHOICE VACATION PERIOD SHALL BE AS FOLLOWS:

THE EMPLOYEE MUST SUBMIT PS 3971 IN DUPLICATE REQUESTING ANNUAL LEAVE TO HIS/HER IMMEDIATE SUPERVISOR NO LESS THAN 48 HOURS AND NO MORE THAN TWO WEEKS PRIOR TO THE BEGINNING DATE OF SUCH ANNUAL LEAVE. SUCH REQUESTS WILL BE ACTED UPON WITHIN TWO WORK DAYS OF RECEIPT.

THIS SHALL NOT BAR REQUESTS FOR INDIVIDUAL DAY(S) OR PART(S) THEREOF FROM BEING SUBMITTED FOR APPROVAL ON A DAY-BY-DAY BASIS.

IN ALL CASES THE SUPERVISOR WILL ADVISE THE EMPLOYEE VIA DUPLICATE PS 3971 OF HIS/HER DECISION.

ITEM D: THE DURATION OF THE CHOICE VACATION PERIOD SHALL BE:

1. THE WEEK OF EASTER
2. MAY THROUGH SEPTEMBER
3. THE WEEK OF THANKSGIVING

ITEM E: THE BEGINNING OF AN EMPLOYEE'S VACATION;
ALL EMPLOYEES WILL BEGIN THEIR VACATION ON MONDAY.

ITEM F: WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD. IN UNITS OF EITHER 5 OR 10 DAYS.

EMPLOYEES, AT THEIR OPTION, MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD IN UNITS OF EITHER 5 OR 10 WORKING DAYS, SELECTION DURING THE CHOICE VACATION PERIOD.

ITEM G: WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.

JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS, SHALL NOT BE CHARGED TO CHOICE VACATION PERIOD.

ITEM H: DETERMINATION OF THE MAXIMUM PERCENTAGE OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK OF THE CHOICE VACATION PERIOD.:

THE MAXIMUM PERCENTAGE OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD SHALL NOT EXCEED THE ASSIGNED PERCENTAGE OF PERSONNEL IN THE MAIL HANDLER CRAFT AND SHALL BE DESIGNATED AS FOLLOWS:

1. 10% PER TOUR FOR THE PURPOSES OF THIS AGREEMENT IS EQUAL TO ONE MAILHANDLER PER TOUR.

A. IN DETERMINING THE PERCENTAGES ABOVE, FRACTIONAL PERCENTAGES WILL BE ROUNDED DOWN TO THE NEAREST WHOLE PERCENT.

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ITEM H: B. MANAGEMENT TO THE GREATEST EXTENT POSSIBLE SHALL GRANT ADDITIONAL EMPLOYEES ANNUAL LEAVE DURING THIS PERIOD.

C. UNION OFFICIALS ON UNION BUSINESS LEAVE CODE SHALL NOT BE INCLUDED IN THESE MINIMUMS.

ITEM H IS SUBJECT TO CHANGE DUE TO CHANGES IN COMPLIMENT BY MUTUAL AGREEMENT.

ITEM I: THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE:

MANAGEMENT WILL ISSUE NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE. VACATION SCHEDULES WILL BE POSTED ON OFFICIAL BULLETIN BOARDS. FOR ANY SUBSEQUENT AWARDS MANAGEMENT WILL ISSUE OFFICIAL NOTICES TO EACH EMPLOYEE AND UPDATE THE OFFICIAL BULLETIN BOARD.

ITEM J: DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.:

1. BY NOVEMBER 1 OF EACH YEAR MANAGEMENT WILL NOTIFY ALL EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR BY POSTING SUCH NOTICE ON THE OFFICIAL BULLETIN BOARDS. THE POSTING WILL STATE THAT THE NEW LEAVE YEAR SHALL BEGIN WITH THE FIRST DAY OF THE FIRST FULL PAY PERIOD OF THE CALENDAR YEAR.

2. A COPY OF THIS INFORMATION WILL BE FURNISHED TO THE LOCAL 300, MAIL HANDLERS DIVISION OF L.I.U.N.A., 401 BROADWAY, SUITE 1400, NEW YORK CITY.

ITEM K: THE PROCEDURES FOR SUBMISSION OF AN APPLICATION FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.:

APPLICATIONS FOR ANNUAL LEAVE SUBMITTED (ON PS FORM 3971) OUTSIDE THE CHOICE VACATION PERIOD SHALL BE ACTED UPON WITHIN TWO (2) DAYS, PROVIDED THAT SUCH REQUEST IS MADE WITHIN THIRTY (30) DAYS OF THE LEAVE DATE(S) REQUESTED. THE REQUEST WILL BE CONSIDERED APPROVED IF IT IS NOT ACTED UPON WITHIN 3 WORK DAYS; ABSENT OF ANY EMERGENCY SITUATION. THIS SHALL NOT BAR REQUESTS FOR INDIVIDUAL DAY(S) OR PART(S) THEREOF FROM BEING SUBMITTED FOR APPROVAL ON A DAY-BY-DAY BASIS. IN THE EVENT THAT TWO OR MORE REQUESTS ARE SUBMITTED CONCURRENTLY, SENIORITY SHALL BE THE DETERMINING FACTOR.

ITEM L: WHETHER "OVERTIME DESIRED" LIST IN ARTICLE 8 SHALL BE BY SECTION AND/OR BY TOUR.:

A. OVERTIME DESIRED LISTS SHALL BE ESTABLISHED BY TOUR. THE LISTS SHALL BE ORGANIZED ON THE BASIS OF SENIORITY.

B. FOR THIS PURPOSE A "TOUR" AS BEGIN TIME IN THE POST OFFICE.

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ITEM L: C. ALL MAIL HANDLERS SHALL BE NOTIFIED AT LEAST TWO WEEKS PRIOR TO EACH CALENDAR QUARTER TO SUBMIT THEIR NAMES, IF THEY DESIRE.

D. SUCCESSFUL BIDDERS AND NEWLY ASSIGNED EMPLOYEES COMING ON THE TOUR OR SECTION (PAY LOCATION) SHALL BE GIVEN THE OPPORTUNITY TO ADD THEIR NAMES TO THE LIST.

E. PROCEDURE FOR SELECTING EMPLOYEES TO WORK OVERTIME; OVERTIME DESIRED LIST BY TOUR ON A ROTATING BASIS.

F. NOTICE OF OVERTIME WILL BE GIVEN TO THE EMPLOYEE AT LEAST ONE HOUR PRIOR TO THE END OF THE TOUR. FAILURE TO PROVIDE THE ONE HOUR NOTICE WILL CONSTITUTE EXEMPTION FROM INVOLUNTARY OVERTIME ASSIGNMENT. NO EMPLOYEE SHALL BE REQUIRED TO WORK BEYOND THE NUMBER OF HOURS ANNOUNCED ONE HOUR PRIOR TO THE END OF THE TOUR, EXCEPT AS PROVIDED IN THE NATIONAL AGREEMENT.

G. NO OTHER PERSONNEL SHALL BE ASSIGNED TO THE MAIL HANDLER CRAFT DUTIES UNTIL ALL MAILHANDLERS HAVE BEEN AFFORDED AN OPPORTUNITY TO PERFORM SUCH DUTIES ON AN OVERTIME BASIS.

H. NOTHING IN THIS SECTION SHOULD BE CONSTRUED TO MEAN THAT AN EMPLOYEE WHO HAS VOLUNTEERED FOR THE ODL AND WHO HAS THE REQUESTED SKILLS AND WHO IS AVAILABLE FOR WORK IS TO BE BY-PASSED FOR OT.

I. ON DAILY OT REGULAR SCHEDULED DAY PEOPLE WILL BE ASSIGNED BEFORE NON-SCHEDULED DAY PEOPLE.

ITEM M: THE NUMBER OF LIGHT DUTY ASSIGNMENTS TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT ASSIGNMENTS; LIGHT DUTY POSITIONS WILL BE MADE AVAILABLE FOR ALL DESERVING FULL TIME OR PART TIME FLEXIBLE MAIL HANDLERS.

POSTMASTER SHALL MAKE REASONABLE EFFORT TO EMPLOY MAIL HANDLERS IN THEIR OWN OFFICE FOR LIGHT DUTY ASSIGNMENTS

IT IS AGREED THAT LIGHT DUTY ASSIGNMENTS WITHIN THE MAIN OFFICE MAY INCLUDED BUT NOT LIMIT TO:

A. TRAINING NEW EMPLOYEES WHEN IN FACT IS DONE AT THE LOCAL LEVEL BY A CRAFT EMPLOYEE.

B. IF MORE THAN ONE MAIL HANDLER IS ON LIGHT DUTY AT THE SAME TIME LIGHT DUTY HOURS WILL BE ASSIGNED BY SENIORITY WITH REGARD TO LIMITATIONS.

C. ARTICLE 13 SHALL BE FOLLOWED IN EACH CASE; RE-WRAP, CULLING, COLOR CODE, FILING, TELEPHONES.

ITEM N: THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED. MANAGEMENT AND THE UNION WILL SET GUIDELINES.:

A. NO LIGHT DUTY ASSIGNMENT WILL ADVERSELY EFFECT A MAILHANDLER HOLDING A BID ASSIGNMENT.

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ITEM P: THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION WHEN IT IS PROPOSED TO RESIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.;

1. MANAGEMENT WILL REASSIGN ALL CASUALS AND PART-TIME FLEXIES OFF TOUR BEFORE DOING SO TO A FULL-TIME EMPLOYEE.

2. MAILHANDLERS, WHOSE BID POSITIONS ARE ABOLISHED, RETAIN RETREAT RIGHTS ON THE TOUR WHERE HIS POSITION WAS ABOLISHED OR EXCESS. THESE RETREAT RIGHTS ARE TO BE EXERCISED IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE 12.6C4c OF THE NATIONAL AGREEMENT

3. FOR PERMANENT ASSIGNMENTS, MANAGEMENT WILL MAKE REASONABLE EFFORT TO GIVE ANY UNASSIGNED FULL-TIME MAIL HANDLER A CHOICE, BASED ON SENIORITY, IF MORE THAN ONE VACANCY EXISTS.

4. MANAGEMENT AGREES THAT WHEN IMPLEMENTING ABOLISHING OR EXCESSING POSITIONS, THEY WILL MAKE EVERY EFFORT TO KEEP THE INCONVENIENCE OF THE EFFECTED EMPLOYEES TO A MINIMUM.

ITEM R: ANNUAL LEAVE OR LWOP TO ATTEND UNION ACTIVITIES REQUESTED ON PG 3971 SHALL NOT BE CHARGED TO THEIR CHOICE VACATION PERIOD.

ITEM S: THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE FOLLOWING ARTICLES:

ARTICLE 12 SEC. .3B5
ARTICLE 12 SEC. ~~.3C~~
ARTICLE 12 SEC. .3E3e
ARTICLE 12 SEC. .4
ARTICLE 12 SEC. .6C4a

ARTICLE 12 SEC. .3B5

REPORTING TO ANOTHER TOUR ON A DAILY BASIS FOR A PERIOD OF THREE (3) MONTHS SHALL CONSTITUTE A SUFFICIENT CHANGE OF DUTY ASSIGNMENT TO BE RE-POSTED. THE NEW ASSIGNMENT SHALL BE POSTED THE NEXT BIDS IN COMPLIANCE WITH ARTICLE 12.3B7 OF THE NATIONAL AGREEMENT.

ARTICLE 12 SEC. .3C

1. UNLESS SPECIFIED OTHERWISE HERE, POSTING AND BIDDING FOR PREFERRED DUTY ASSIGNMENTS SHALL BE INSTALLATION WIDE.

2. BIDS FOR CRAFT ASSIGNMENTS SHALL BE POSTED ON ALL OFFICIAL BULLETIN BOARDS AT THIS INSTALLATION.

3. DUTY ASSIGNMENTS ON A DAILY BASIS WILL BE ASSIGNED TO THE SENIOR QUALIFIED VOLUNTEER MAILHANDLER ON THE TOUR WHERE THE DUTY ASSIGNED EXISTS.

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ARTICLE 12 SEC. 3E3e

THE ORDER OF MOVEMENT OF EMPLOYEES FOR TEMPORARY REASSIGNMENT OUTSIDE OF THEIR TOUR SHALL BE AS FOLLOWS:

1. VOLUNTEERS BY ORDER OF SENIORITY
2. CASUALS
3. PART-TIME FLEXIBLE EMPLOYEES BY INVERSE SENIORITY
4. FULL TIME REGULARS DETAILED TO THE TOUR ON FULL DUTY BY INVERSE SENIORITY
5. UNASSIGNED FULL-TIME REGULARS BY INVERSE SENIORITY
6. FULL-TIME REGULARS PROPERLY HOLDING BID ASSIGNMENTS WITHIN THE TOUR ARE THE LAST EMPLOYEES TO BE REASSIGNED OUTSIDE OF THEIR TOUR, THEY WILL BE REASSIGNED BY INVERSE SENIORITY.
7. NO EMPLOYEE SHALL BE ALLOWED TO DISPLACE OR "BUMP" ANOTHER EMPLOYEE PROPERLY HOLDING A BID ASSIGNMENT.
8. ONCE REASSIGNED A MAIL HANDLER WILL RETAIN HIS/HER SENIORITY THROUGH OUT THE TOUR BUT WILL BE JUNIOR TO THE MAILHANDLER PROPERLY HOLDING A BID ASSIGNMENT OR DUTY ASSIGNMENT ON THE TOUR. THIS RELATIVE STANDING IS FOR THE PURPOSE OF ASSIGNMENT WITHIN THE TOUR.

ARTICLE 12 SEC. 4

1. A TOUR SHALL BE DEFINED AS THE BEGINNING TIME IN THE BUILDING IN WHICH THE EMPLOYEE WORKS.

ITEM T: 1. THE OFFICE SHALL POST A SENIORITY LIST OF ALL EMPLOYEES REPRESENTED BY THE MAIL HANDLERS UNION AT THIS INSTALLATION. THIS LIST WILL BE UPDATED QUARTERLY DURING THE MONTHS OF JANUARY, APRIL, JULY AND OCTOBER AND WILL BE POSTED AND WILL BE POSTED IN THE DESIGNATED AREA.

2. BIDS FOR ALL MAILHANDLERS POSITIONS WILL BE POSTED ON ALL BULLETIN BOARDS.

3. THE OVERTIME DESIRED LIST(S) WILL BE POSTED ON ALL BULLETIN BOARDS.

4. PRIOR TO REVERTING OR ABOLISHING ANY MAIL HANDLER POSITION MANAGEMENT WILL PROVIDE LOCAL 300 WITH REASONS, IN WRITING, FOR THE PROPOSED ACTION.

5. THE STEWARD OR STATE REPRESENTATIVE OR HIS/HER DESIGNEE, WILL BE PROVIDED WITH COPIES OF ALL NOTICES AND POSTINGS THAT AFFECT THE MAILHANDLER CRAFT.

6. AT THE END OF EACH ACCOUNTING PERIOD THE UNION DESIGNEE WILL BE PROVIDED WITH A LIST OF ALL EMPLOYEES WHO WERE OR ON LIGHT DUTY. THIS LIST WILL INCLUDE THE EMPLOYEE'S REGULAR ASSIGNMENT AS WELL AS THE LIGHT DUTY ASSIGNMENT IN THE MAIL HANDLER CRAFT.

7. AT THE END OF EACH ACCOUNTING PERIOD THE STATE REPRESENTATIVE OR HIS/HER DESIGNEE WILL BE PROVIDED WITH A LIST OF ALL EMPLOYEE'S WHO WERE OR ON LIMITED DUTY. THIS LIST REFLECT THE EMPLOYEE'S REGULAR ASSIGNMENT AS WELL AS THE LIMITED DUTY ASSIGNMENT.

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ITEM T: 8. PRIOR TO REASSIGNING ANY MAILHANDLER, MANAGEMENT WILL NOTIFY THE UNION OR THE DESIGNEE.

9. HOLIDAY LISTS WILL BE POSTED NO LATER THAN TUESDAY OF THE WEEK PRIOR TO THE HOLIDAY. A COPY WILL BE POSTED ON THE MAIL HANDLER BULLETIN BOARD.

10. THE STATE REPRESENTATIVE OR HIS/HER DESIGNEE WILL BE PROVIDED WITH AN UPDATED COPY OF THE EMPLOYEE COMPLEMENT SHEET GENERATED FOR THE POST OFFICE IN QUESTION QUARTERLY.

11. THE STATE REPRESENTATIVE OR HIS/HER DESIGNEE WILL BE PROVIDED WITH COPIES OF ALL SAFETY COMMITTED MEETING AND INSPECTIONS PRIOR TO POSTING.

12. ALL DETAILS WILL BE POSTED FOR BID AND WILL BE GIVEN TO THE SENIOR QUALIFIED EMPLOYEE. NO DETAILS WILL GO BEYOND 60 DAYS. IF THE JOB IS NEEDED, IT WILL BE POSTED THEN FOR PERMANENT ASSIGNMENT. EXCEPTIONS CAN BE MADE BY MUTUAL AGREEMENT BETWEEN THE LOCAL 300 STATE REPRESENTATIVE AND MANAGEMENT.

/S/
DONALD E. MC GUINNESS
TOUR SUPERVISOR;MAILS

~~5/15/91~~
10-29-96

/S/ *Wally Merwin*
WALLY MERWIN
NEW JERSEY STATE
REPRESENTATIVE;
LOCAL 300