

UNITED STATES POST OFFICE

IN REPLY REFER TO

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN THE

AMALGAMATED LOCAL 300 - MAILHANDLERS UNION

HUNTINGTON STATION POST OFFICE

AND THE

UNITED STATES POSTAL SERVICE

HUNTINGTON STATION, N.Y. 11746

MARCH 31, 1982 - JULY 20, 1984

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- 4C. Vacations chosen during the choice periods shall not be given up unless mutually agreed to by the Union and Management for reasons of an emergency nature. A request to relinquish a vacation pick must be presented atleast two (2) weeks prior to the beginning date of the vacation. A vacated vacation shall be posted for bid starting with those employees junior to the original bidder.
- 4D. Every employee shall be granted a vacation during the choice period unless she/he does not desire to pick a choice vacation. Leave Without Pay during this period will be subject to provisions in the "Employee and Labor Relations Manual" and consultation between the Union and Management.
- 4E. Any employee excessed or transferred into this office shall have their previous vacation picks honored. It will be Management's responsibility to verify these picks.
- 4F. Bidding for the choice vacation period shall begin during the first week of January and shall be completed within ten (10) days. The completed vacation schedule must be posted no later than ten (10) days after the schedule is completed.
- 4G. The Union will designate an employee responsible for completing vacation schedules and submitting schedule to Management. Management will review for compliance within National and Local Agreements.
- 4H. Vacation picks will be granted by seniority in accordance with the groups outlined in Item 9.
- 4I. No employee will be permitted to make vacation picks in excess of the annual leave available to that employee in that year.
5. The choice vacation period shall be from April 15th through September 15th plus Easter week. This is understood to mean the week that includes those dates.
6. The beginning date of an employee's vacation will start on Monday and end on Sunday.
7. Employees, may at their option, request two (2) selections during the choice period in units of either five (5) days or ten (10) days not to exceed at total of fifteen (15) days in the choice vacation period.

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- 8A. Jury Duty, Military Leave and attendance of State or National Conventions and any time required for Union activity shall not be charged to the choice vacation period. This is limited to one (1) Union official.
- 8B. Employees selected for Jury Duty or those rendering Military Services have the option to submit a change of schedule for the duration of said services if their regular non-scheduled days are inconsistent with the required service of Jury Duty and Military Service.
- 9A. All Annual Leave will be granted on a seniority basis in groups. The number of employees during choice periods shall be as follows:
- | | |
|---------|--|
| Tour I | -One (1) |
| Tour II | -One (1) from either 5:00 AM or 10:00 AM |
- The number of employees off outside of the choice vacation period shall be as follows:
- | | |
|---------|--|
| Tour I | -One (1) |
| Tour II | -One (1) from either 5:00 AM or 10:00 AM |
- 9B. If a change in present situation (that is, the number of Mailhandlers) should occur, the Union and Management will discuss the issue.
10. The approved vacation schedule will be posted and a copy shall be given to each Steward. This will constitute notification to the employee of their approved vacation pick.
11. A notice shall be posted no later than November 1st of each year on the bulletin board indicating the beginning date of the new leave year. Each Steward shall also be provided with a copy of this notice.
- 12A. Annual leave of four (4) days or less shall be submitted no earlier than thirty (30) days in advance and no later than forty-eight (48) hours and shall be acted upon forty-eight (48) hours after 3971 has been submitted to the immediate Supervisor. Where Management has determined that they cannot spare all employees requesting such leave, the ones approved shall be on a seniority basis. The reason for any denial must be in writing.
- 12B. Management will grant a reasonable amount of leave to an employee in the event of a death in the employee's immediate family (eg; spouse, child, mother, father, brother, sister, grandparent and mother and father-in-laws).
13. The method of determining the employee who will be required to work on a holiday will be as follows:

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Casuals

Part Time Flexibles (even if overtime must be used)

Volunteers:

- a. Those who have the day as their holiday or designated holiday will work for 100% pay will be chosen according to seniority.
- b. Those employees who are normally off on that day and who will work for 150% (OT) will be chosen according to seniority.

Non-Volunteers:

- a. Those employees who are normally off on the day and will work for 150% (OT) will be chosen according to inverse seniority.
- b. Those employees who have the day as their holiday or designated holiday and who will work for 100% pay and chosen in inverse seniority.

- 14A. The overtime desired list will be by tours.
- 14B. The overtime desired list will be in order of seniority.
- 14C. Employees will be notified thirty (30) days in advance prior to each calendar quarter to submit their names, if they so desire, and they will have fifteen (15) days to apply.
- 14D. There shall be two (2) overtime desired lists for each group described in Item 9. (One for non-scheduled days and one for work before and after tour.) Employees shall have the option of signing either or both lists. Employees shall also have the option of not signing either list.
- 14E. Notice of overtime shall be given at least one (1) hour prior to the end of an employee's tour of duty. Employees will be allowed to use the public phones for the purpose of notifying their homes.
- 14F. Employees will be advised at least one (1) day in advance that they will be required in on their non-scheduled day.
- 14G. No Full Time Regular employee that is not on an overtime desired list will be forced to work overtime unless all part-time flexibles and casuals have been employed first, in their respective Crafts.
- 14H. If an emergency situation develops and Management must order overtime, Management must discuss the emergency with the Union prior to taking action. An emergency shall be defined as something that was not foreseen and that is non-recurring in nature.

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- 14I. Employees will not be required to perform overtime on their birthdays, or due to unforeseen personal emergency.
- 14J. For overtime desired list purposes, when an employee moves from one Tour to another, his/her name will be moved from one list and added to the appropriate list.
15. As per Item # 17.
16. As per Item # 17.
17. A committee of one (1) person from Management and one (1) person from the Mailhandler Craft will establish guidelines and criteria for light duty assignments. When an employee meets the criteria established by the Committee, he/she shall be given light duty in accordance with the National Agreement.
18. For the purpose of this Item, Sections will be defined as the existing Tours in the office.
- 19A. All employees will be permitted to park in designated areas on a first come - first served basis.
- 19B. Management shall make every reasonable effort to continue to provide lighting and security for employees' vehicles while they are on duty. The Union agrees to assist Management with this Item. It is understood that Management will not assume liability for damage to an employee's vehicle.
20. Annual Leave or Leave Without Pay to participate in Union activities shall not be considered part of the choice vacation period nor will it affect established quotas for the choice vacation period. Limit of one (1) employee.
- 21A. Management and the Union will answer correspondence from the other party within a reasonable period of time from the receipt of said correspondence.
- 21B. Stewards and employees shall be given at least three (3) days notice in writing of any general locker inspection. The Steward shall have the option of accompanying Management during the inspection at the employee's request.
- 21C. Management will have on hand an adequate supply of gloves for Mailhandlers at all times.

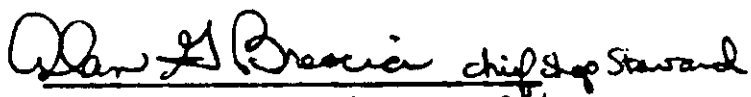
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- 21D. Lockers will be provided for all employees in the installation. Management will provide a locking Bulletin Board and locker for Mailhandler Union use only. (Subject to availability).
- 21E. Management shall provide the Union with copies of all disciplinary actions pertaining to employees in the covered crafts of the Amalgamated Local 300.
- 22A. Employees on Annual Leave/Military Leave/Court Duty or extended Sick Leave will be sent a copy of any job bids posted by ordinary mail.
- 22B. Management shall provide the Union and post an updated seniority list on a quarterly basis. Management shall also provide the Union with copies of all Job Bids and the results of all postings.
- 22C. Before Management changes a fixed basic work week schedule, starting time, duties, principle assignment area or scheme requirement, they shall discuss the proposed change with the Union.
- 22D. Any change in starting time of more than one (1) hour must be posted for bid. No employee shall be permitted to displace or bump another employee from his/her position or duty assignment.
- 22E. If a vacant duty assignment is reverted, a copy of the notice advising of the action taken and the reason thereof, shall be furnished the Union.

This Memorandum of Understanding is entered into on March 31, 1982 at Huntington Station, between the representatives of the United States Postal Service and the designated agent of the Amalgamated Local 300-Mailhandlers Union, pursuant to the Local Implementation Provision of the 1981 - 1984 National Agreement.


For the United States Postal Service


For the Union Local #300
LIUNA

3.26.82
Date

