

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

LOCAL 300 AMC/LGA BRANCH
NATIONAL POSTAL MAIL HANDLERS UNION
DIVISION
LABORERS INTERNATIONAL UNION OF
NORTH AMERICA,
AFL-CIO

AND

UNITED STATES POSTAL SERVICE
LGA AIRPORT MAIL CENTER NEW YORK 11371

NOVEMBER 21, 1998-NOVEMBER 20, 2000

MEMORANDUM OF UNDERSTANDING FOR LOCAL 300

THIS MEMORANDUM OF UNDERSTANDING IS ENTERED INTO ON 06/30/99
AIRPORT MAIL CENTER, LAGUARDIA AIRPORT, FLUSHING, NY 11371-9998,
BETWEEN THE REPRESENTATIVES OF UNITED STATES POSTAL SERVICE, AND
THE DESIGNATED AGENT OF THE NATIONAL POSTAL MAIL HANDLERS UNION, A
DIVISION OF THE LABORERS' INTERNATIONAL UNION OF NORTH AMERICA AFL-
CIO, PURSUANT TO THE LOCAL IMPLEMENTATION OF THE 1998 NATIONAL
AGREEMENT. THIS MEMORANDUM OF UNDERSTANDING CONSTITUTES THE
ENTIRE AGREEMENT ON MATTERS RELATING TO LOCAL CONDITIONS OF
EMPLOYMENT.



OSCAR E. BELTRAME
PLANT MANAGER
AMC/LGA



ROLAND PHILLIPS
ADMINISTRATIVE VICE-PRESIDENT
LOCAL 300 NPMHU

06-30-99
DATE

TABLE OF CONTENTS**PAGE**

Item A	Additional of Longer wash-up Periods	1
Item B	Guidelines for Curtailment of Termination of Postal Operations to Conform to Orders of Local Authorities or as Local Conditions Warrant Because of Emergency Conditions.	2-4
Item C	Formulation of Local Leave Program	5-8
Item D	The Duration of the Choice Vacation Period	9
Item E	The Determination of the Beginning Day of An Employee's Vacation Period	10
Item F	Whether Employees at Their Option May Request Two Selections During the Choice Vacation Period in Units of Either 5 to 10 Days	11-12
Item G	Whether Jury Duty and Attendance at National or State Conventions Shall be Charged to the Choice Vacation Period	13
Item H	Determination of the Maximum Percentage of Employees who Shall Receive Leave Each Week During the Choice Vacation Period	14-16
Item I	The issuance of Official Notices to Each Employee of the Vacation Schedule Approved for Such Employee	17
Item J	Determination of the Date and Means of Notifying Employees of the Beginning of the New Leave Year	18
Item K	The Procedures for Submission of Application for Annual Leave During Other Than Choice Vacation Period	19-20
Item L	Whether "Overtime Desired" Lists in Article 8 Shall Be By	21-24
Item M	The Number of Light Duty Assignments to be Reserved for Temporary or Permanent Light Duty Assignments	25

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	26
Item O	The Identification of Assignments that are to be Considered Light Duty	27
Item P	The Identification of Assignments Comprising a Section, When It is Proposed to Reassign With in an Installation Employees Excess to the Needs of a Section.	28-31
Item Q	The Assignment of Employee Parking Spaces	32
Item R	The Determination as to Whether Annual Leave to Attend Union Activities Requested Prior to Determination of the Choice Vacation Schedules is to be Part of the Total Choice Vacation Plan	33
Item S	The Items Which are Subject to Local Negotiations as Provided in the Following Articles	34-37
Item T	Local Implementation of this Agreement Relating to Seniority, Reassignment and Posting	38-42
	Principles of Posting	43
	Items to be Provided the Administrative vice-president, Local 300, AMC/LGA	44-45
	Article 8	46
	Article 11	47
	Article 14	48
	Article 17	49
	Miscellaneous	50

ITEM A

ADDITIONAL OR LONGER WASH-UP PERIODS

1. EMPLOYEES WILL BE GRANTED TEN (10) MINUTE WASH-UP TIME FOR LUNCH AND SEVEN (7) MINUTES AT THE END OF THE TOUR. IN CERTAIN CASES, SUPERVISORS MAY EXTEND THE WASH-UP PERIOD TO EMPLOYEES, WHEN NECESSARY, FOR A MINIMUM OF TEN (10) MINUTES TOTAL WASH-UP PERIOD.
2. MAIL HANDLER EMPLOYEES WHO ARE ASSIGNED FROM INDOOR DUTIES TO OUTDOOR DUTIES, OR VICE VERSA, SHALL HAVE REASONABLE TIME TO CHANGE CLOTHING DURING COLD OR WET CLIMATE CONDITIONS. REFER TO PAGE 65 NO.1 A
3. MAIL HANDLERS WHO PERFORM EXCEPTIONALLY DIRTY WORK WITH TOXIC MATERIALS MAY USE ADDITIONAL WASH-UP TIME AS NEEDED.
4. NO MAIL HANDLER WILL BE REQUIRED TO WORK DURING WASH-UP PERIOD.

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.

1. THE DETERMINATION AS TO THE NEEDS FOR THE CURTAILMENT AND/OR TERMINATION OF POSTAL OPERATIONS AT AMC/LGA, IN ORDER TO CONFORM THE ORDERS OF LOCAL AUTHORITIES, AND/OR AS LOCAL CONDITIONS WARRANT, AND GIVING CONSIDERATION TO THE HISTORIC MOVEMENT OF THE MAIL IN ALL CONDITIONS, WILL BE MADE BY THE PLANT MANAGER, AMC/LGA OR DESIGNEE.
2. SHOULD THE EMERGENCY CONDITIONS WARRANT WHOLESALE CLOSING OF LOCAL BUSINESS, SCHOOLS, AND INDUSTRY, THEN ANY POSTAL EMPLOYEE IN THOSE AREAS AFFECTED MAY SUBMIT TO THE PLANT MANAGER, OR DESIGNEE, AND APPLICATION FOR ADMINISTRATIVE LEAVE. IT RESPONSIBILITY TO ACCEPT THE APPLICATION AND THEREAFTER DETERMINE THE APPROPRIATE LEAVE TO BE CHARGED TO EACH EMPLOYEE ON AN INDIVIDUAL BASIS WITH CONSIDERATION TO RESIDENCE AND AVAILABILITY OF TRANSPORTATION TO WORK.
 - A. IN THE EVENT THAT THERE IS CURTAILMENT OF TERMINATION OF POSTAL OPERATIONS TO CONFORM WITH ORDERS OR ADVICE OF LOCAL AUTHORITIES OR AS CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS, THE FOLLOWING SHALL APPLY:
 1. CONSIDERATION WILL BE GIVEN TO, BUT SHALL NOT BE LIMITED TO, SUCH ACTS OF GOD AS FIRE, CIVIL DISORDER, FLOOD, INCLEMENT WEATHER SUCH AS BLIZZARDS, SNOW STORMS, AS WELL AS TORNADO WARNINGS OR CONDITIONS.

ITEM B (cont'd)

2. IN THE EVENT OF BOMB THREATS OR SCARE, TORNADO WARNINGS, RIOTS, AND/OR OTHER EMERGENCIES OF LIKE NATURE, THE FOLLOWING SHALL APPLY:

2a BOMB THREATS AND SCARE. ALL MAIL HANDLER BARGAINING UNIT EMPLOYEES WILL BE EVACUATED FROM THE PREMISES TO AN AREA OR AREAS THAT ARE SAFE FROM THE BOMB THREAT OR SCARE OF OTHER EMERGENCY CONDITION, UNTIL SUCH TIME AS APPROPRIATE AUTHORITIES DEEM THE FACILITY SAFE.

2b TORNADO WARININGS. ALL PERSONNEL WILL BE MOVED TO THE SAFEST PART OF THE BUILDING.

3. CONSIDERATION SHALL ALSO BE GIVEN TO, BUT NOT LIMITED TO, THE FOLLOWING ENVIRONMENTAL CONDITIONS WITHIN THE BUILDING:

A. POWER FAILURES, LACK OF WATER, SANITARY AND RESTROOM FACILITIES, ASBESTOS REMOVAL OR OTHER SITUATIONS OF LIKE NATURE.

4. MANAGEMENT WILL MAKE EVERY REASONABLE EFFORT TO INSURE THAT INSIDE TEMPERATURE OF A BUILDING IS MAINTAINED IN ACCORDANCE WITH MAINTENANCE SERIES HANDBOOK MS-49 IN EFFECT.

5. POSTAL OFFICIAL WILL GIVE THE UTMOST CONSIDERATION TO THE SAFETY OF EMPLOYEES AND TAKE APPROPRIATE ACTIONS TO PROTECT THOSE EMPLOYEES.

6. WHENEVER ANY OF THE ABOVE CONDITIONS EXIST, THE RANKING OFFICIAL REPRESENTATIVE OF THE UNION ON DUTY WILL, BE AS EXPEDITIOUSLY AS POSSIBLE, NOTIFIED AND APPRISED OF THE SITUATION.

ITEM B (cont'd)

7. WHENEVER EMERGENCY CONDITIONS EXIST AS REFERENCED ABOVE, THE INSTALLATION HEAD SHALL GIVE THE GREATEST CONSIDERATION TO APPROVAL OF ADMINISTRATIVE LEAVE IN ACCORDANCE WITH ELM 519.1 et. seq. ALL REQUESTS FOR ADMINISTRATIVE LEAVE MUST BE ACTED UPON BY THE PLANT MANAGER, OR DESIGNEE, WITHIN A REASONABLE AMOUNT OF TIME OF THEIR REQUEST, BUT IN NO CASE WILL A DELAY RESULT IN LOSS OF ADMINISTRATIVE LEAVE OR AN ALTERNATIVE TYPE OF LEAVE PAY AS A RESULT OF SUCH DELAY, IF THE OCCURRENCE IS AT THE END OF THE PAY PERIOD.

8. IN THE EVENT ADMINISTRATIVE LEAVE IS DISAPPROVED, THE EMPLOYEE MAY SEEK ADJUSTMENT THROUGH THE GRIEVANCE PROCEDURE. THE ABOVE IN NO WAY PROHIBITS AN EMPLOYEE ON AN INDIVIDUAL BASIS FROM REQUESTING ANOTHER TYPE OF LEAVE IN LIEU OF ADMINISTRATIVE LEAVE. IN RENDERING HER/HIS DECISION, THE PLANT MANAGER, OR DESIGNEE WILL CONSIDER RESIDENCE AND AVAILABILITY OF TRANSPORTATION TO WORK.

ITEM C

FORMULATION OF LOCAL LEAVE PROGRAM

1. THE INSTALLATION HEAD OR DESIGNEE SHALL MEET WITH THE LOCAL 300 AMC/LGA ADMINISTRATIVE VICE-PRESIDENT OR DESIGNEE AFTER JANUARY 1, BUT NO LATER THAN JANUARY 25TH FOR THE PURPOSE OF DISCUSSING THE CHOICE VACATION PERIOD PROCEDURES.
2. NO LATER THAN FEBRUARY 1ST, MANAGEMENT WILL PROVIDE A CHOICE VACATION PERIOD SELECTION TO ALL MAIL HANDLER EMPLOYEES.
3. EMPLOYEES WILL RETURN THEIR SELECTION BY FEBRUARY 21ST TO THE TOUR DESK WHERE A LOG WILL BE MAINTAINED AND WHICH THE EMPLOYEE WILL SIGN ACKNOWLEDGING SHE/HE SUBMITTED THEIR VACATION SCHEDULE.
4. MAIL HANDLERS NOT RETURNING THEIR SELECTION SIGN-UP LIST BY FEBRUARY 21ST WILL BE PASSED OVER UNTIL TIMELY SUBMISSIONS ARE PROCESSED FIRST.
 - A. AN EMPLOYEE MUST HAVE SUFFICIENT ANNUAL LEAVE BALANCE NECESSARY TO COVER HER/HIS VACATION SELECTION, IN ORDER TO BE GRANTED A CHOICE VACAITON SELECTION. HOWEVER, THIS MAY NOT PRECLUDE A MAIL HANDLER FROM REQUESTING LWOP DURING THE CHOICE VACATION PERIOD, AS OUTLINED IN THE ELM, CHAPTER 5.
5. CRAFT SENIORITY WITHIN THE INSTALLATION SHALL PREVAIL WHEN DETERMINING THE ORDER OF THE CHOICE VACATION SCHEDULE, WHETHER OR NOT THE TWO SELECTIONS PERMITTED AS PER ITEM F ARE OPTED FOR.

ITEM C (cont'd)

- A. A MAIL HANDLER DETAILED TO ANOTHER ASSIGNMENT SHALL MAKE A SELECTION FROM THE SECTION WHEN SHE/HE HOLDS A PERMANENT BID ASSIGNMENT.
6. MANAGEMENT WILL COMPILE AND POST THE MAIL HANDLER CHOICE VACATION PERIOD SELECTION RESULTS BY MARCH 1ST.
- A. THE RESULTS WILL BE POSTED ON OFFICIAL GLASS COVERED AND LOCKED BULLETIN BOARDS. MANAGEMENT WILL MAKE AN APPROPRIATE ANNOUNCEMENT ON ALL TOURS ADVISING MAIL HANDLER EMPLOYEES OF THIS SCHEDULE POSTING. ANY VACATION BID SELECTION RELINQUISHED OR VACATED SHALL BE POSTED PROMPTLY TO AFFORD EMPLOYEES THE OPPORTUNITY TO SUBMIT AN APPLICATION. A REQUEST FOR SUCH VACANCY SUBMITTED DURING THE FIRST SEVEN (7) DAYS AFTER THE POSTING WILL BE AWARDED TO THE SENIOR MAIL HANDLER MAKING AN APPLICATION. THESE PARTICULAR APPLICATIONS ARE NOT SUBJECT TO THE 72 HOUR RULE, BUT WILL BE ACTED ON AT THE END OF THE SEVEN (7) DAYS PERIOD. AFTER THIS (7) SEVEN DAY PERIOD, ANY SUCH VACANCY WILL BE AWARDED ON A FIRST COME FIRST SERVED BASIS, UP UNTIL THE WEDNESDAY PRECEDING THE VACANT WEEK. THE NOTICES OF THESE VACANCIES WILL BE POSTED UNDER GLASS, LOCK AND KEY ON AN OFFICIAL BULLETIN BOARD.
7. NO MAIL HANDLER SHALL HAVE HER/HIS SCHEDULED VACATION PERIOD CANCELLED BECAUSE OF UNEXPECTED ABSENCE OF OTHER EMPLOYEES, EVEN IF IT IS NECESSARY TO PAY OVERTIME, UNLESS IT IS AN EMERGENCY.
8. EMPLOYEES SUBSEQUENTLY BIDDING TO ANOTHER TOUR OR BUILDING AFTER CHOICE VACATION PICKS ARE MADE, WILL KEEP HER/HIS INITIAL PICK ONLY IF IT RESULTS IN MONETARY

ITEM C (cont'd)

LOSS AS EVIDENCED BY AIRLINE TICKETS, HOTEL RESERVATIONS, ETC.

9. MAIL HANDLERS WORKING WITHIN THE SAME BID ASSIGNMENT MAY NOT BE DENIED THE RIGHT TO TEMPORARILY SWAP REST DAY, INCLUDING SATURDAY AND/OR SUNDAY, ON A WEEKLY BASIS. MAIL HANDLERS GRANTED SWAP REQUESTS ARE EXPECTED TO MAINTAIN THE SWAP SCHEDULE. FAILURE TO ADHERE MAY SUBJECT THE INDIVIDUAL TO HAVING FUTURE REQUESTS DENIED.
10. (A) SINGULAR DAY OR MULTIPLE DAY INCIDENTAL ANNUAL LEAVE REQUESTS DURING THE CHOICE VACATION PERIOD SHALL BE GRANTED AT LEAST UNTIL THE ALLOTTED PERCENTAGE OF MAIL HANDLER EMPLOYEES, IN EACH LEVEL AND SKILL, FOR WEEK REQUESTED IS REACHED, NOT TO EXCEED 40 HOURS OR 5 DAYS.
- (B) MANAGEMENT WILL CONSIDER ANY ADDITIONAL SINGULAR OR MULTIPLE REQUESTS BASED ON (A) THE NEEDS OF THE POSTAL SERVICE AND (B) THE PARTICULAR NEED AND WELFARE OF THE INDIVIDUAL REQUESTING LEAVE IN AN EQUITABLE MANNER FOR ALL EMPLOYEES.
- (C) EVERY EFFORT WILL BE MADE TO ALLOW EMPLOYEES TO OBSERVE THEIR RELIGIOUS OBLIGATIONS.
11. THE PRACTICE OF APPLICATION FOR REDESIGNATION OF LAY-OFF-DAYS IS NOT DISCONTINUED DURING CHOICE VACATION PERIOD. SUBMISSION OF PS 3971 AND PS 3189 SHALL NOT BE DISCONTINUED DURING THE CHOICE VACATION PERIOD.
12. IN ALL CASES CONCERNING LEAVE REQUESTS, MANAGEMENT WILL ADVISE THE EMPLOYEE VIA DUPLICATE PS FORM 3971 OF THEIR DECISION.

ITEM C (cont'd)

(A) MAIL HANDLERS, AT THEIR OPTION, MAY SUBMIT THE PS FORM 3971 IN TRIPLICATE TO THEIR IMMEDIATE SUPERVISOR WITHIN 5 HOURS OF THEIR SCHEDULED BEGIN TOUR FOR THAT DAY. THE SUPERVISOR WILL SIGN AND DATE THE TIMELY SUBMITTED PS FORM 3971 IN THE APPROPRIATE BOX AND RETURN THE 3RD COPY TO THE EMPLOYEE AT THE TIME THE SUPERVISOR RECEIVES IT.

13. SUPERVISOR WILL CONSIDER ALL ASPECTS OF EMPLOYEE'S SICK LEAVE RECORD AND USE PRIOR TO PLACING EMPLOYEES ON "RESTRICTION." A SO-CALLED MINIMUM BALANCE SHALL NOT BE THE SOLE BASIS FOR PLACING AN EMPLOYEE ON SICK LEAVE RESTRICTION.
14. A MAIL HANDLER EMPLOYEE SHALL BE PERMITTED TO SUBMIT HER/HIS CERTIFICATE FOR ABSENCE OF THREE (3) DAYS OR LESS OF SICK LEAVE.
15. MAIL HANDLER EMPLOYEE SHALL BE PERMITTED TO USE ANNUAL LEAVE DURING THE COURSE OF THE CALENDAR YEAR FOR PERSONAL REASONS IN ACCORDANCE WITH THE LOCAL LEAVE PROVISIONS.
16. EXCEPTIONS TO THE ABOVE PROVISIONS MAY BE GRANTED BY MUTUAL WRITTEN CONSENT OF THE INSTALLATION HEAD OR DESIGNEE AND THE ADMINISTRATIVE VICE-PRESIDENT, LOCAL 300, AMC/LGA OR DESIGNEE.

ITEM D

THE DURATION OF THE CHOICE VACATION PERIOD.

1. THE CHOICE VACATION PERIOD WILL BE EIGHTEEN (18) CONSECUTIVE WEEKS IN EACH YEAR COVERED BY THIS AGREEMENT BEGINNING THE SECOND SATURDAY OF MAY EACH YEAR.

ITEM E

THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD.

1. ANNUAL LEAVE DURING A VACATION PERIOD SHALL START IN CONJUNCTION WITH THE EMPLOYEE'S LAY OFF DAYS AS FOLLOWS:

SAT/SUN = MON OF THE WEEK CHOSEN
SUN/MON = TUES OF THE WEEK CHOSEN.
MON/TUE = WED OF THE WEEK CHOSEN.
TUE/WED = THUR OF THE WEEK CHOSEN.
WED/THU = FRI PRIOR TO THE WEEK CHOSEN.
THU/FRI = SAT OF THE WEEK CHOSEN.
SAT/FRI = SUN OF THE WEEK CHOSEN.

2. IN ORDER TO OPTIMIZE TIME OFF WITH THE LEAST LEAVE USAGE, EXCEPTIONS TO BEGIN SCHEDULED VACATION LEAVE ON SATURDAY OR MONDAY WILL BE GRANTED WHEN THE NEED FOR SUCH IS DOCUMENTED. EXAMPLES BEING, BUT NOT LIMITED TO, TIME SHARE, CRUISE SHIP AND COMMITMENT.

ITEM F

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

1. MAIL HANDLER EMPLOYEES MAY; AT THEIR OPTION, REQUEST TWO (2) SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 WORKING DAYS; THE TOTAL NOT TO EXCEED THE TEN (10) OF FIFTEEN (15) DAYS THEY ARE ENTITLED TO PER NWA ARTICLE 10.3 D1 AND D2.

THE OPTIONS ARE:

- A. ONE SELECTION OF UP TO FIFTEEN (15) CONTINUOUS DAYS OF ANNUAL LEAVE (FOR EMPLOYEES EARNING 20 OR 26 DAYS ANNUAL LEAVE PER YEAR)
 - B. ONE SELECTION OF UP TO TEN (10) CONTINUOUS DAYS OF ANNUAL LEAVE (FOR EMPLOYEES EARNING 13 DAYS ANNUAL LEAVE PER YEAR).
 - C. TWO SELECTIONS IN UNITS OF FIVE (5) DAYS AND FIVE (5) DAYS AND (10) DAYS AND FIVE (5) DAYS OF ANNUAL LEAVE (FOR EMPLOYEES EARNING 20 OR 26 DAYS ANNUAL LEAVE PER YEAR)
 - D. TWO SELECTIONS IN UNITS OF FIVE (5) DAYS AND FIVE (5) DAYS ANNUAL LEAVE (FOR EMPLOYEES EARNING 13 DAYS ANNUAL LEAVE PER YEAR)
2. MAIL HANDLERS WILL SUBMIT ONE (1) APPLICATION FOR THEIR VACATION PICK, AS STATED ABOVE.
 3. MAIL HANDLER VACATION APPLICATIONS ARE ACTED ON AND AWARDED BY CRAFT INSTALLATION SENIORITY.

ITEM F (cont'd)

4. EACH MAIL HANDLER APPLICATION WILL BE ACTED ON IN ITS ENTIRETY. IF A MAIL HANDLER'S FIRST OR SECOND CHOICE IS NOT AVAILALE S/HE WILL BE GRANTED THE ALTERNATE SELECTION FOR THAT PARTICULAR CHOICE. IF IT IS NOT POSSIBLE TO FILL THE MAIL HANDLER'S REQUEST, THE EMPLOYEE WILL BE CONTACTED AND GIVEN AN OPPORTUNITY TO MAKE ANOTHER VACATION CHOICE BASED ON THE AVAILABILITY OF OPEN SLOTS. IF THEY DO NOT MAKE ANOTHER CHOICE WITHIN THE ALLOTTTED TIME, AS PER THE INSTRUCTIONS IN THE MAIL HANDLER VACATION APPLICATION PROCEDURE, THEY SHALL BE PASSED OVER FOR THAT PART OF THE SELECTION THEY WERE NOT ABLE TO OBTAIN.

ITEM G

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

1. EMPLOYEES CALLED FOR MILITARY SERVICE, JURY DUTY, OR UNION OFFICIALS ATTENDING NATIONAL ASSEMBLIES, REGIONAL ASSEMBLIES, INTERNATIONAL OR NATIONAL CONVENTIONS AND UNION MEETINGS, DURING THEIR SCHEDULED CHOICE VACATION PERIOD SHALL NOT BE DEPRIVED OF AN ALTERNATE VACATION PERIOD. SUCH ALTERNATE CHOICE OF VACATION SHALL NOT BE COUNTED AGAINST THE NUMBER OF MAIL HANDLERS ALLOTTED FOR EACH CHOICE VACATION PERIOD. WHETHER FIRST OR ALTERNATE CHOICE, SUCH TIME SHALL NOT BE CHARGED TO CHOICE VACATION PERIODS.

ITEM H

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

1. IN ORDER TO ARRIVE AT THE NUMBER OF EMPLOYEES ALLOTTED ANNUAL LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD;

(A) DETERMINE BY SERVICE SENIORITY HOW MANY WEEKS EACH PERSON MAY TAKE DURING CHOICE VACATION PERIOD.

NOTE: EMPLOYEES WHO EARN ANNUAL LEAVE AT THE RATE OF THIRTEEN (13) DAYS PER YEAR MAY TAKE TWO (2) WEEKS (CATEGORY 2)
EMPLOYEES WHO EARN ANNUAL LEAVE AT THE RATE OF TWENTY (20) OR TWENTY-SIX (26) DAYS PER YEAR MAY TAKE THREE (3) WEEKS (CATEGORY 3)

(B) MULTIPLY THE NUMBER OF MAIL HANDLERS IN EACH CATEGORY BY THE NUMBER OF WEEKS THAT THEY EACH ARE ELIGIBLE TO TAKE (2 OR 3)

(C) DIVIDE THE TOTAL NUMBER OF WEEKS NEEDED TO COVER ALL VACATIONS BY THE NUMBER OF WEEKS THAT MAKE UP THE CHOICE PERIOD (18) TO GET THE NUMBER OF EMPLOYEES PERMITTED OFF EACH WEEK.

(D) IF AFTER YOU DIVIDE THE TOTAL NUMBER OF WEEKS BY THE # OF WEEKS IN THE VACATION PERIOD (18), LEAVE A REMAINDER, AND THE REMAINDER IS 8 OR LESS. THEN ONE EXTRA EMPLOYEE WILL BE ADDED FOR THE NUMBER OF WEEKS EQUAL TO THE REMAINDER, FOR EXAMPLE:

ITEM H (cont'd)

# of M/H's who may take 2 weeks = 16	16x2(weeks)=32
# of M/H's who may take 3 weeks = 32	32x3(weeks)= <u>96</u>

Total (weeks)	128
Divide by	<u>18</u>
	7 & 2/18

Answer, seven (7) Mail Handlers per week for 18 weeks
One (1) additional Mail Handler for two (2) weeks

(E) IF AFTER YOU DIVIDE THE TOTAL NUMBER OF WEEKS BY THE # OF WEEKS IN THE VACATION PERIOD (18), LEAVES A REMAINDER, AND THE REMAINDER IS 9 OR MORE, THE FRACTION WILL THEN BE ROUNDED UP TO THE NEAREST WHOLE NUMBER, FOR EXAMPLE:

# of M/H's who may take 2 weeks=18	18x2(weeks)=36
# of M/H's who may take 3 weeks=33	33x3(weeks)= <u>99</u>

Total (weeks)	135
Divide by	<u>18</u>
	7 & 9/18

THIS MEANS THAT IN THIS PARTICULAR SECTION, EIGHT (8) MAIL HANDLERS SHALL BE ALLOWED OFF EACH WEEK.

(F) VACATIONS WILL BE ALLOTTED BY BUILDING, SECTION AND TOUR. FOR PURPOSES OF ITEM H, THE SECTION WILL BE IDENTIFIED AS LGA. ALL OTHER BUILDING ANNEXED TO THIS FACILITY SHALL BE CONSIDERED SEPARATE SECTIONS.

2. GROUPS WITH EACH SECTION SHALL CONSIST OF:
- (A) LEVEL 4 MAIL HANDLERS AND LEVEL 5 GROUP LEADERS
 - (B) LEVEL 5 MAIL HANDLER EQUIPMENT OPERATORS (MEO'S)

ITEM H (cont'd) 24)

ANY OTHER POSITIONS CREATED OR ACQUIRED BY THIS FACILITY SHALL HAVE THEIR CATEGORIES DETERMINED BY THE PLANT MANAGER OR DESIGNEE AND THE ADMINISTRATIVE VICE-PRESIDENT, LOCAL 300, LGA OR DESIGNEE.

3. THE FORMULA IDENTIFIED IN #1 ABOVE SHALL BE APPLIED TO EACH GROUP WITHIN EACH SECTION.
4. IN ADDITION TO THE ABOVE FORMULA, THERE WILL BE ONE EXTRA EMPLOYEE ADDED PER GROUP IN EACH SECTION TO THE FOLLOWING WEEKS:

WEEK OF MEMORIAL DAY
WEEK OF 4TH OF JULY
WEEK BEFORE LABOR DAY

5. UNION BUSINESS LEAVE SHALL NOT BE COUNTED AGAINST THESE MINIMUMS.

ITEM I

THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE.

- 1. A MAIL HANDLER SUBMITTING A VACATION SELECTION DURING THE PERIOD OF FEBRUARY 1ST TO FEBRUARY 21ST WILL RETURN HER/HIS VACATION SELECTION TO THE MANAGER, DISTRIBUTION OPERATIONS OFFICE WHERE A LOG WILL BE MAINTAINED AND WHICH THE EMPLOYEE WILL SIGN ACKNOWLEDGING S/HE SUBMITTED THEIR VACATION SELECTION. WITHIN SEVEN (7) DAYS FROM THE CLOSE OF THE VACATION SELECTION PERIOD, A NOTICE WILL BE POSTED AND PROVIDED EACH MAIL HANDLER OF THE SELECTIONS TO WHICH S/HE IS ENTITLED TO DURING THE CHOICE VACATION PERIOD.**
- 2. EMPLOYEES BEING AWARDED ANY REMAINING OR VACATED CHOICE VACATION OPPORTUNITIES WILL BE NOTIFIED BY COPY OF AN APPROVED PS FORM 3971. THE OFFICIALLY POSTED SCHEDULE WILL BE UPDATED TO REFLECT THE APPROVAL PRIOR TO THE SCHEDULED LEAVE DATE.**
- 3. A COPY OF THE VACATION SCHEDULE FOR EACH TOUR WILL BE POSTED AND FURNISHED CONCURRENTLY TO THE ADMINISTRATIVE VICE-PRESIDENT, LOCAL 300, OR DESIGNEE, BY THE INPLANT SUPPORT OFFICE.**

ITEM J

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

1. THE EMPLOYER SHALL, NO LATER THAN NOVEMBER 1ST OF EACH YEAR, PUBLICIZE ON BULLETIN BOARDS AND BY OTHER APPROPRIATE MEANS, THE BEGINNING DATE OF THE NEW LEAVE YEAR, WHICH SHALL BEGIN WITH THE FIRST DAY OF THE FIRST FULL PAY PERIOD OF THE CALENDAR YEAR.

ITEM K

THE PROCEDURE FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN CHOICE VACATION PERIOD.

1. WEEKLY INCREMENTS

- A. FOR WEEKLY INCREMENTS DURING OTHER THAN CHOICE VACATION PERIOD, MAIL HANDLERS MAY SUBMIT A 3971 FOR WEEKLY ANNUAL LEAVE INCREMENTS UP TO THIRTY (30) DAYS PRIOR TO THE WEEK REQUESTED.**
- B. 3971'S WILL BE ACTED UPON ON A FIRST COME FIRST SERVED BASIS, AND MAIL HANDLERS WILL BE NOTIFIED OF APPROVAL OR DENIAL WITHIN THREE WORK DAYS (72 HOURS) PROVIDED SUCH ANNUAL LEAVE REQUEST ARE MADE NO LATER THAN THE TUESDAY PRECEDING THE SERVICE WEEK IN WHICH LEAVE IS REQUESTED.**

2. SUBMISSION OF APPLICATION FOR LESS THAN ONE WEEK

- A. REQUESTS FOR INDIVIDUAL DAYS OR PARTS THEREOF SHALL BE ACTED ON AND RETURNED TO THE MAIL HANDLER WITHIN SEVENTY-TWO (72) HOURS, PROVIDED SUCH ANNUAL LEAVE REQUEST IS MADE NO LATER THAN THE TUESDAY PRECEDING THE SERVICE WEEK FOR WHICH LEAVE IS REQUESTED. FAILURE TO COMPLY WITH THIS RULE, EXCLUDING EXTENUATING CIRCUMSTANCES, THE REQUEST WILL BE DEEMED APPROVED AFTER SEVENTY-TWO HOURS.**
- B. ALL 3971'S MUST BE APPROVED/DISAPPROVED AND RETURNED TO EMPLOYEE WITHIN 72 HOURS.**
- C. THE SEVENTY-TWO (72) HOUR TIME CLOCK STARTS ON THE DATE ENTERED IN THE SPACE PROVIDED (DATE SUBMITTED) ON THE 3971. SUPERVISORS ARE TO ENSURE THAT THE DATE ON THE 3971 IS THE ACTUAL DATE OF SUBMISSION.**

ITEM K (cont'd)

- D. REQUESTS FOR INDIVIDUAL DAYS OR PARTS THEREOF MAY BE SUBMITTED FOR APPROVAL ON A DAY TO DAY BASIS, AND SUCH REQUESTS SHALL NOT BE CONSIDERED UNTIMELY.
- E. APPLICATION FOR EIGHT HOURS (ONE DAY) ANNUAL LEAVE MADE LESS THAN 72 HOURS PRIOR TO THE REQUESTED LEAVE WILL BE ACTED ON PROMPTLY, AND IN ALL CASES, PRIOR TO THE REQUESTED DAY.
- F. APPLICATION FOR ANNUAL LEAVE OR EMERGENCY ANNUAL LEAVE FOR LESS THAN EIGHT (8) HOURS ON A GIVEN DAY AND SUBMITTED ON THAT DAY SHALL BE ACTED ON AND RETURNED TO MAIL HANDLER NOT LESS THAN ONE (1) HOUR BEFORE THE REQUESTED TIME OR SUCH LEAVE WILL BE CONSIDERED APPROVED.
- G. WHENEVER POSSIBLE, MAIL HANDLERS REQUESTING TO LEAVE WITHIN ON HOUR OF THE TIME OF REQUEST SHALL BE NOTIFIED NO LATER THAN FIFTEEN (15) MINUTES BEFORE THE REQUESTED TIME OF LEAVE.
- H. MAIL HANDLERS AT THEIR OPTION MAY SUBMIT THE PS 3971 IN TRIPLICATE REQUIRING THE SUPERVISOR TO RETURN THE 3RD COPY TO THE MAIL HANDLER AT THE TIME OF SUBMISSION.

ITEM L

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

1. THE ENTIRE SECTION.FOR THIS ITEM WILL BE THE SEPARATE BUILDING AT AMC/LGA.
2. THE ENTIRE BUILDING SHALL BE THE SECTION. BUILDINGS ANNEXED AT THE SEPARATE AIRPORTS WILL PERFORM OVER TIME IN THEIR RESPECTIVE BUILDING.
3. MAIL HANDLER EMPLOYEES MAY VOLUNTEER FOR MORE THAN 12 HOURS WORK IN A WORK DAY. ANY SUCH ASSIGNMENTS MADE (AT THE DISCRETION OF THE EMPLOYER) WILL BE ON A ROTATING BASIS BY SENIORITY. IT IS INCUMBENT ON THE EMPLOYEE TO INDICATE TO MANAGEMENT THEIR DESIRE TO WORK BEYOND 12 HOURS ON A DAY TO DAY BASIS DURING SCHEDULED OVERTIME. SUCH ASSIGNMENTS ARE STRICTLY ON A VOLUNTARY BASIS.
4. MANAGEMENT WILL DEVELOP AND MAINTAIN A LIST OF MAILHANDLERS AND MOTORIZED EQUIPMENT OPERATORS AND SUPPLY A COPY TO THE ADMINISTRATIVE VICE-PRESIDENT, LOCAL 300 OR DESIGNEE.
5. WHEN OVERTIME IS NEEDED ON THESE SKILLED ASSIGNMENTS, THOSE MAIL HANDLERS WITH BID ASSIGNMENTS AND QUALIFIED BACK-UPS IN THE SECTION (TOUR, BUILDING) AND ON THE OTDL WILL BE UTILIZED FIRST BY SENIORITY ROTATION PRIOR TO UTILIZING NON-OTDL PERSONNEL WITH THESE SKILLS.
6. WHEN THERE IS NOT A SUFFICIENT NUMBER OF MAIL HANDLERS IN THE WORK SECTION, MAIL HANDLERS FROM ANOTHER SECTION MAY VOLUNTEER.
7. EMPLOYEES MAY REMOVE THEIR NAMES FROM THE OTDL'S DURING THE QUARTERLY PERIOD, IN WRITING, AND SUCH WITHDRAWAL CANNOT BE RETROACTIVE.

ITEM L (cont'd)

8. IF IN CASE OF AN EMERGENCY OR WHEN MANAGEMENT REQUIRES EMPLOYEES TO PERFORM COMPULSORY OVERTIME IN A BUILDING OTHER THAN WHERE ASSIGNED, TRANSPORTATION WILL BE MADE AVAILABLE.
9. WHEN MANAGEMENT DETERMINES THAT AN OVERTIME DAY IS NEEDED, THE OVERTIME WILL BE OFFERED FIRST TO THE EMPLOYEE WHO WOULD NORMALLY BE WORKING A SIXTH DAY. IF ADDITIONAL MANPOWER IS NEEDED, OVERTIME WILL BE OFFERED TO THE EMPLOYEE WHO WOULD BE ON A SEVENTH DAY. FOR THE PURPOSE OF THIS SECTION, A SIXTH DAY IS DEFINED AS THE FIRST LAY-OFF DAY OF THE EMPLOYEE'S WORK WEEK. WHEN OVERTIME IS NEEDED ON FRIDAY, THE SENIOR EMPLOYEE(S) ON THE OVER TIME DESIRED LIST WITH FRIDAY OFF AND NEEDED SKILLS WILL BE GIVEN THE FIRST OPPORTUNITY TO PERFORM SERVICE.
10. EMPLOYEES ON THE OVER TIME DESIRED LIST WILL BE AFFORDED THE FIRST OPPORTUNITY FOR ANY OVERTIME.
11. NO OTHER CRAFT PERSONEL SHALL BE ASSIGNED TO MAIL HANDLER CRAFT DUTIES, UNLESS OR UNTIL ALL MAIL HANDLERS ON THE OVERTIME DESIRED LIST HAVE BEEN AFFORDED AN OPPORTUNITY TO PERFORM SERVICE.
12. WHEN A FULL TIME EMPLOYEE WHO IS ON THE OVERTIME DESIRED LIST IS DECLARED A SUCCESSFUL BIDDER FOR A JOB ON A NEW TOUR, DURING THE CALENDAR QUARTER, THEY WILL HAVE THE OPPORTUNITY TO SIGN THE OVER TIME DESIRED LIST ON THE NEW TOUR WITHIN TEN (10) DAYS OF THE EFFECTIVE DATE OF THE NEW ASSIGNMENT. THIS DOES NOT APPLY TO EMPLOYEES ON DETAILS.
13. (A). WHEN A FULL TIME MAIL HANLDER CURRENTLY ON THE OVERTIME DESIRED LIST IS DETAILED TO ANOTHER TOUR FOR PERSONAL CONVENIENCE. THE MAIL HANDLER IS NOT TO BE CONSIDERED ON THE OVERTIME DESIRED LIST OF

ITEM L (cont'd)

THE DETAIL TOUR. THIS DOES NOT PREVENT THE MAIL HANDLER FROM BEING ELIGIBLE TO SIGN THE "FULL TIME VOLUNTEER LIST" FOR THE DETAIL TOUR ON A DAILY BASIS FOR AFTER TOUR OVERTIME.

(B) THE ABOVE PROVISION DOES NOT APPLY TO MAIL HANDLERS WHO ACCEPT A POSTED DETAIL FOR WHICH THEY ARE DECLARED THE SUCCESSFUL APPLICANT. MAIL HANDLERS WHO ACCEPT SUCH DETAILS AND WHO ARE ALREADY ON THE OVERTIME DESIRED LIST ARE ENTITLED TO FULL OVERTIME PRIVILEGES ON THE DETAIL ASSIGNMENT

14. REGARDING THE ASSIGNMENT OF THE NON-OTDL EMPLOYEES IN EXCESS OF TEN (10) HOURS IN A DAY OR OVER SIX (6) DAYS IN A WEEK IN "AN EMERGENCY SITUATION" AS PER ARTICLE 8.5 F NWA, THE UNION ADMINISTRATIVE VICE-PRESIDENT WILL BE PROVIDED A WRITTEN EXPLANATION OF THE "EMERGENCY SITUATION" BY THE PLANT MANAGER" OR DESIGNEE, UPON REQUEST WITHIN SEVEN (7) CALENDAR DAYS.

15. DETAILED EMPLOYEES CAN ONLY SIGN THE OVERTIME DESIRED LIST FOR THE TOUR ON WHICH THEY ARE OFFICIALLY ASSIGNED, NOT THE DETAIL TOUR.

16. A CRAFT EMPLOYEE WORKING AS AN ACTING SUPERVISOR (204B) IS INELIGIBLE TO WORK OVERTIME AT THE BEGINNING OR END OF HER/HIS TOUR ON ANY GIVEN DAY DURING THE TERM OF THE DETAIL UNLESS ALL AVAILABLE BARGAINING-UNIT EMPLOYEES ON THE OVERTIME DESIRED LIST ARE UTILIZED. IF THE 204B EMPLOYEE IS NOT ON THE OVERTIME DESIRED LIST, THEN SHE/HE WILL BE SCHEDULED ACCORDING TO ARTICLE 8.5D OF THE NATIONAL AGREEMENT AFTER ALL AVAILABLE BARGAINING UNIT EMPLOYEES ON THE OVERTIME DESIRED LIST ARE UTILIZED.

ITEM L (cont'd)

17. LIGHT DUTY EMPLOYEES MAY SIGN UP FOR THE OVERTIME DESIRED LIST AND WORK OVERTIME, IF THE WORK IS WITHIN THIER MEDICAL LIMITATIONS.

18. A CRAFT EMPLOYEE WORKING AS AN ACTING SUPERVISOR (204B) IS ELIGIBLE TO BE CONSIDERED FOR AN OVERTIME ASSIGNMENT ON HER/HIS NON-SCHEDULED DAY(S) IMMEDIATELY FOLLOWING THE TERMINATION OF HER/HIS 204B DETAIL, IN ACCORDANCE WITH ARTICLE 8.5 OF THE NATIONAL AGREEMENT UNLESS THE MAIL HANDLER IS TO CONTINUE ON A 204B ASSIGNMENT INTO THE SERVICE WEEK FOLLOWING THE TERMINATION OF HER/HIS PRESENT 204B ASSIGNMENT. IF THAT OCCURS, THE 204B WOULD BE INELIGIBLE FOR THE OVERTIME, UNLESS ALL AVAILABLE BARGAINING-UNIT EMPLOYEES ON THE OVERTIME DESIRED LIST ARE FIRST UTILIZED FOR THAT NON-SCHEDULED DAY OVER TIME.

ITEM M

THE NUMBER OF LIGHT DUTY ASSIGNMENTS TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENTS.

1. MANAGEMENT WILL RESERVE A TOTAL OF THREE (3) TEMPORARY LIGHT DUTY POSITIONS FOR MAIL HANDLERS AT THE AMC/LGA FACILITY AS FOLLOWS: ONE ON TOUR 3, ONE ON TOUR 1 AND A FLOATING POSITION FOR THE ENTIRE INSTALLATION

TOUR #1 - ONE (1) ASSIGNMENT (2250-0700)

TOUR #3 - ONE (1) ASSIGNMENT (1550-2400)

THE LIGHT DUTY ASSIGNMENT FOR MAIL HANDLERS WILL BE ASSIGNED TO THE FIRST EMPLOYEE WHO APPLIES FOR A LIGHT DUTY ASSIGNMENT ON A TOUR.

2. IT IS UNDERSTOOD THAT IF THE THREE(3) "RESERVED" POSITIONS ARE FILLED, A LEGITIMATE LIGHT DUTY REQUEST MUST STILL BE CONSIDERED ON ITS MERITS, AS REQUIRED BY ARTICLE 13 OF THE CONTRACT (NWA). IN SUCH CASE, THE THREE(3) "RESERVED" POSITIONS WOULD NOT CONSTITUTE AN ABSOLUTE LIMIT ON THE AVAILABILITY OF LIGHT DUTY ASSIGNMENTS, ASSUMING THERE IS APPROPRIATE, PRODUCTIVE WORK AVAILABLE WITHIN THE EMPLOYEE'S MEDICAL RESTRICTION.
3. THE FILLING OF THE ABOVE LIGHT DUTY ASSIGNMENTS WILL BE MADE IN CHRONOLOGICAL ORDER, BY THE DATE OF THE APPLICATION FOR LIGHT DUTY. THE DATE OF APPLICATION FOR LIGHT DUTY WILL PREVAIL FOR ANY SUBSEQUENT MOVEMENT, AS REQUIRED.
4. MANAGEMENT SHALL NOT UTILIZE THESE ASSIGNMENTS TO ACCOMMODATE EMPLOYEES INJURED ON DUTY.

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.

1. LIGHT DUTY ASSIGNMENTS SHALL BE SUPPLEMENTAL AND IN NO WAY SHALL REGULAR MAIL HANDLERS BE DISPLACED FROM THEIR BID ASSIGNMENTS.
 - A. REQUESTS FOR LIGHT DUTY ASSIGNMENTS SHALL BE DOCUMENTED BY MEDICAL OR OTHER ADMINISTRATIVELY ACCEPTABLE EVIDENCE.
 - B. NO LIGHT DUTY ASSIGNMENT WILL BE TO THE DETRIMENT OF AN EMPLOYEE OF THE REGULAR WORK FORCE.
2. MANAGEMENT MAY ASSIGN LIGHT DUTY UPON REQUEST OF AN EMPLOYEE (IF RESERVED POSITIONS ARE OPEN) WITHOUT REQUIRED MEDICAL DOCUMENTATION FOR PERIODS OF EIGHT (8) HOURS OR LESS (SIXTEEN HOURS ON WEEKENDS). SUCH REQUESTS MUST BE MADE TO THE MANAGER, DISTRIBUTION OPERATION OR DESIGNEE, AT THE OUTSET OF THE INDIVIDUAL'S SCHEDULED BEGIN TOUR, AND SUCH REQUEST SHALL NOT BE UNREASONABLE DENIED.

ITEM O

**THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE
CONSIDERED LIGHT DUTY**

1. LIGHT DUTY PERSONNEL WILL NORMALLY BE ASSIGNED TO
DUTIES AVAILABLE WITHIN THEIR MEDICAL RESTRICTIONS.

ITEM P

IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.

1. FOR THE PURPOSE OF THE TITLE OF THIS SECTION, THE ASSIGNMENTS ARE THE DUTY ASSIGNMENTS OR BIDS AND THE SECTION IS:

BUILDING #28 - THE ENTIRE BUILDING AMC/LGA

2. ANY OTHER BUILDINGS ANNEXED TO AMC/LGA ARE SEPARATE SECTIONS OF THEMSELVES AND IN THEIR ENTIRETY.
3. NO FULL TIME REGULAR MAIL HANDLER (PROPERLY HOLDING A BID WITHIN A SECTION) WILL BE EXCESSED OR REASSIGNED OUT OF A SECTION BEFORE CASUALS, PART-TIME FLEXIBLES, UNASSIGNED MAIL HANDLERS OR OTHER CRAFT EMPLOYEES PERFORMING MAIL HANDLER CRAFT DUTY ASSIGNMENTS, OR PARTS THEREOF, ARE FIRST EXCESSED. .
4. WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF THE SECTION, THE ORDER OF MOVEMENT FROM A SECTION, AFTER CASUALS, PART-TIME FLEXIBLES AND EMPLOYEES FROM OTHER CRAFTS (PERFORMING MAIL HANDLER CRAFT DUTY ASSIGNMENTS) WILL BE BY JUNIORITY. WHEN MORE THAN ONE EMPLOYEE IS BEING EXCESSED SIMULTANEOUSLY OR THE WHOLE SECTION IS BEING EXCESSED SIMULTANEOUSLY AND THERE IS MORE THAN ONE SECTION THAT WILL BE GAINING THE EXCESSED EMPLOYEES, THOSE EMPLOYEES SHALL BE GIVEN THE CHOICE OF WHICH SECTION THEY WILL CHOOSE TO WORK IN BY SENIORITY ORDER.

(28)

**PRINCIPLE DUTIES AND RESPONSIBILITIES - WITHIN IN-HOUSE
RECOGNIZED DUTY ASSIGNMENTS**

PREAMBLE

IT IS MUTUALLY AGREED THAT THE SET OF DUTIES AND RESPONSIBILITIES WITHIN THE DUTY ASSIGNMENTS (BIDS) LISTED BELOW IS FOR INFORMATION PURPOSES AND IN NO WAY GUARANTEES THAT THE EMPLOYEES WILL WORK ONLY THOSE DUTIES OR EVEN ANY OF THOSE DUTIES ON ANY GIVEN DAY. IT IS UNDERSTOOD THAT MANAGEMENT CAN MOVE AN EMPLOYEE OFF HER/HIS DUTY ASSIGNMENT (BID) FOR VARIOUS REASONS, SO LONG AS IT IS DONE IN ACCORD WITH CONTROLLING CONTRACTUAL REGULATIONS, SUCH AS, BUT NOT LIMITED TO: VOLUNTEERS, THEN JUNIOR EMPLOYEES FIRST; NOT BEING DONE ON A CONTINUAL OR EVERYDAY BASIS; AND THE MOVED EMPLOYEE IS NOT REPLACED AT ANY TIME BY ANY OTHER EMPLOYEE. ADDITIONALLY, IT IS RECOGNIZED THAT DUTY ASSIGNMENTS (BIDS) ARE CREATED BASED ON A FACILITY'S OPERATIONAL NEEDS AND PROCEDURES THAT ARE SUBJECT TO CHANGE FOR MANY REASONS. NO BID IS A GUARANTEED CAREER ASSIGNMENT. OTHER THAN NATIONALLY RECOGNIZED STANDARD, KEY AND INDIVIDUAL JOB DESCRIPTIONS THAT MAY BE UTILIZED AT AMC/LGA (GROUP LEADER MAIL HANDLER, MAIL HANDLER EQUIPMENT OPERATOR). THE FOLLOWING IS AN IN-HOUSE EFFORT TO LIST THE PRINCIPAL DUTIES AND RESPONSIBILITIES A MAIL HANDLER EMPLOYEE CAN NORMALLY EXPECT TO PERFORM WITHIN HER/HIS DUTY (BID) ASSIGNMENT

(29)

LEVEL 5 DUTY ASSIGNMENTS

GROUP LEADER, MAIL HANDLERS

Assists in all work functions of area where utilized. Controls and guides the work unit Mail Handlers when supervisor not present (as instructed), assuring equitable work loads. Resolve problems of a routine nature and reports unusual difficulties to supervisor. Assures adequate on-job training is carried out to promote efficiency. Act as liaison between supervisor and group. Performs non-supervisory duties identical with those of employees in the group in support of sections primary function, including good housekeeping.

MAIL HANDLER EQUIPMENT OPERATOR (MEO)

Operates tow tractor (Gas and/or Electric) for the movement of mail and/or empty equipment. Obtains empty and full airline containers from outside staging areas. Safety inspections of vehicle required and report deficiencies.

LAGUARDIA (LGA) -BUILDING 28 -DUTY ASSIGNMENTS.

CFS (CONTINUOUS FLOW SYSTEM)/SWYB (SCAN WHERE YOU BAND)

Obtain/remove empty equipment for section as needed. Obtain mail from staging area. Dump sacks, pouches, or containers on to moving conveyor belts. Pull mails off conveyor, containerizing and sorting to airlines. Transport to airlines/staging area. Perform other duties in support of sections primary function, including good housekeeping.

MV (Motor Vehicle) DECK - combined INBOUND AND OUTBOUND

Loading (outbound) and unloading (inbound) vehicles. Unload incoming mail from conveyor belts/skate wheels. Non-scheme platform separation of inbound mails for further in-house processing or destination dispatch or outbound mail to MV trip for dispatch. Containerizing separated mail mainly to GPMC's. Transport mail to and from the deck area. Obtain empty equipment for the section and remove excess as needed. Perform other duties in support of sections primary function, including good housekeeping.

PLANESIDE

Though posted/listed as a separate duty assignment, Planeside is an extended function/work area of the MV Deck loading and/or unloading vehicles/containers on the ramp (airport field secured area). Work normally involves unloading bed loaded trucks to conveyor belt into airplane, and unloading planeside trucks when mail comes through

house if messed trip. Performs other duties in support of sections primary function, including good housekeeping.

(30)

SCALE DUTIES

Transporting mails (usually GPMC's) on to and off scale for weighing. Transports mail for/from airlines to and from staging areas. Obtains empty equipment and removes excess when needed. Perform other duties in support of the sections primary function, including good housekeeping.

DUMPING PRIORITY

Open and dump mail sacks, pouches or other containers on to a worktable or other sorting surface. May make some separation such as directs. Obtain and remove empty equipment in their areas and transport mails for further in-house processing or dispatch. Perform other duties, including good housekeeping.

ITEM Q

THE ASSIGNMENT OF EMPLOYEE PARKING SPACES

1. MANAGEMENT WILL MAKE AVAILALE TO ALL CRAFT EMLOYEES ON A FIRST-COME, FIRST SERVED BASIS THOSE PARKING SPACES DEEMED EXCESS TO THE NEEDS OF THE POSTAL SERVICE AT AMC/LGA.
2. EVERY EFFORT WILL BE MADE TO PROVIDE PROPER SECURITY FOR ARRIVING AND LEAVING EMPLOYEES IN THE EMPLOYEE PARKING LOT AND TO MONITOR THE SECURITY OF THEIR VEHICLES WHILE ON DUTY.
3. ALL EFFORT WILL BE MADE TO PLACE A SPACE AS CLOSE TO THE BUILDING # 28 ENTRANCE AS POSSIBLE, FOR HANDICAPPED PARKING.

ITEM R

THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN.

1. ANNUAL LEAVE TO ATTEND UNION ACTIVITIES SHALL NOT BE CHARGED AGAINST CHOICE VACATION PERIOD.

ITEM S

THE ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE FOLLOWING ARTICLES:

ARTICLE 12.3 B5

1. IT IS AGREED THAT NO MAIL HANDLER ASSIGNMENT WILL BE ABOLISHED (DELETED) OR POSTED UNLESS AND UNTIL SAME HAS BEEN DISCUSSED WITH ADMINISTRATIVE VICE-PRESIDENT, LOCAL 300, LGA BRANCH AND PRIOR WRITTEN NOTICE HAS BEEN GIVEN TO THE ADMINISTRATIVE VICE-PRESIDENT AND EMPLOYEE AFFECTED, OF INTENT TO DO SO.
2. IT IS FURTHER AGREED THAT NOTIFICATION WILL BE GIVEN SUFFICIENTLY IN ADVANCE WHEREVER POSSIBLE, TO ALLOW THE UNION A MEANINGFUL OPPORTUNITY TO BARGAIN OVER THE PROPOSED CHANGE, SHOULD IT REQUEST TO DO SO. GOOD FAITH BARGAINING WILL INCLUDE MEETING, PROVIDING NECESSARY INFORMATION, AND CONSIDERING UNION COUNTER PROPOSALS. NO CHANGE WILL BE IMPLEMENTED UNTIL SUCH BARGAINING HAS COME TO AGREEMENT OR GENUINE IMPASSE.
3. IN ADDITION, SHOULD ANY MAIL HANDLER ASSIGNMENT BE REVERTED, A NOTICE SHALL BE POSTED WITHIN 10 DAYS OF THE EFFECTIVE DATE, WITH COPY TO THE ADMINISTRATIVE VICE-PRESIDENT, LOCAL 300, LGA ADVISING OF THE ACTION TAKEN AND THE REASONS THEREFORE.
4. MANAGEMENT SHALL REQUEST AND SCHEDULE SUCH DISCUSSION OR CONSULTATION WITH THE ADMINISTRATIVE VICE-PRESIDENT, LOCAL 300, OR HER/HIS DESIGNEE, TO EFFECT A MINIMUM OF INCONVENIENCE TO HER/HIS SCHEDULE. WHEN MANAGEMENT REQUEST SUCH A MEETING IT SHALL GRANT A CHANGE OF SCHEDULE TO THE AVP. OR HIS/HER DESIGNEE.

ITEM S (cont'd)

5. EXCLUDING HIGHER LEVEL ASSIGNMENTS, AS COVERED BY ARTICLE 25 N.W.A., REPORTING TO ANOTHER PAY LOCATION ON A DAILY BASIS FOR A PERIOD OF SIX (6) MONTHS SHALL CONSTITUTE A SUFFICIENT CHANGE OF DUTY ASSIGNMENT AREA TO CAUSE THE DUTY ASSIGNMENT TO BE REPOSTED. THE NEW ASSIGNMENT SHALL BE REPOSTED WITH THE NEXT BID IN COMPLIANCE WITH ARTICLE 12.3 B7 OF THE NATIONAL AGREEMENT.

ARTICLE 12.3 C

1. POSTING AND BIDDING FOR PREFERRED DUTY ASSIGNMENTS SHALL BE INSTALLATION-WIDE. THE RECOGNIZED DUTY ASSIGNMENTS LISTED IN ITEM P COVER THE BULK OF THE PREFERRED DUTY ASSIGNMENTS AT AMC/LGA. FOR THOSE ASSIGNMENTS NOT FORMALLY RECOGNIZED AND IN EXISTANCE FOR 90 CONSECUTIVE DAYS, AN EMPLOYEE MAY SUBMIT AN APPLICATION AS PER THE NATIONAL AGREEMENT, ARTICLE 12.2 D6. SUCH REQUESTS WILL BE REVIEWED BY THE ADMINISTRATIVE VICE-PRESIDENT, LOCAL 300 OR DESIGNEE, AND THE PLANT MANAGER, OR DESIGNEE, AND THE DETERMINATION MADE TO POST SAID DUTIES AS A DETAIL ASSIGNMENT. THESE REQUESTS SHALL NOT BE UNREASONABLY DENIED.

ARTICLE 12.3 E 3e

1. MAIL HANDLER POSITIONS WILL LIST THE PRINCIPAL WORKING ASSIGNMENTS. WITHIN A SECTION, WHENEVER IT BECOMES NECESSARY TO MOVE AN EMPLOYEE FROM ONE ASSIGNMENT TO ANOTHER. WHEN POSSIBLE THE ORDER OF MOVEMENT SHALL BE 1ST VOLUNTEERS; SECOND JUNIOR EMPLOYEES. THE BID ASSIGNMENT FOR THIS PURPOSE SHALL BE THE SECTION.
2. WHENEVER TWO OR MORE MAIL HANDLERS ARE MOVED OFF THEIR BID ASSIGNMENTS, NORMALLY THE SENIOR MAIL HANDLER SHOULD BE GIVEN FIRST CONSIDERATION TO RETURN TO HER/HIS BID ASSIGNMENT.

ITEM S (cont'd)

3. FOR TEMPORARY REASSIGNMENTS NOT COVERED BY ARTICLE 25, THE MOVEMENT OF FULL-TIME REGULAR MAIL HANDLER EMPLOYEES OUTSIDE OF THE BID ASSIGNMENT AREA AFTER FIRST CASUALS; EMPLOYEES FROM OTHER CRAFTS; AND PART-TIME EMPLOYEES WILL BE AS FOLLOWS:

- A. FULL-TIME REGULAR MAIL HANDLER EMPLOYEES IN THE BID ASSIGNMENT AREA WHO DO NOT HOLD BIDS THERE;
 - 1. FIRST VOLUNTEERS BY SENIORITY.
 - 2. THEN, NON-VOLUNTEERS BY JUNIORITY.

- B. MAIL HANDLERS WITH BIDS IN THE BID ASSIGNMENT AREA WORKING THERE ON A NON-SCHEDULED DAY;
 - 1. FIRST, VOLUNTEERS BY SENIORITY.
 - 2. THEN, NON-VOLUNTEERS BY JUNIORITY.

- C. MAIL HANDLERS WITH BIDS IN THE BID ASSIGNMENT AREA AND WORKING THIER REGULARLY SCHEDULED DAY;
 - 1. FIRST, VOLUNTEERS BY SENIORITY.
 - 2. THEN, NON-VOLUNTEERS BY JUNIORITY.

NOTE: GROUP LEADERS ARE ALWAYS THE LAST TO BE REASSIGNED FROM THEIR BID ASSIGNMENT ON THEIR REGULARLY SCHEDULED DAY, REGARDLESS OF SENIORITY. IF A GROUP LEADER IS WORKING ON A NON-SCHEDULED DAY, S/HE WILL PERFORM THE GROUP LEADER DUTIES IN THEIR BID ASSIGNMENT AREA, IF SUCH DUTIES ARE TO BE PERFORMED, BEFORE A LEVEL 4 WILL BE DETAILED TO THE GROUP LEADER POSITION.

4. RULE 3 ABOVE APPLIES ALSO TO THOSE SITUATIONS WHEN EMPLOYEES HAVE BID ASSIGNMENTS IN THE SAME SECTION

ITEM S (cont'd)

WITH (1) DIFFERENT REPORTING TIMES ON THE SAME TOUR; OR (2) DIFFERENT TOURS WITH OVERLAPPING REPORTING TIMES OF MORE THAN ½ HOUR.

ARTICLE 12.4

1. THE SECTIONS REFERRED TO IN ARTICLE 12, SECTION 12.4 OF THE 1998 NATIONAL AGREEMENT ARE:

-LGA BUILDING #28 ENTIRE BUILDING

EACH OF THE ABOVE WITH IN EACH TOUR

TOUR #1

TOUR #2

TOUR #3

2. ALL OTHER BUILDINGS ANNEXED TO AMC/LGA ARE A SEPARATE SECTION IN THEIR ENTIRETY.

ARTICLE 12.6 C 4 A

REFER TO ITEM P

ARTICLE 13.3

A) REFERENCE ITEM O

B) NO LOCAL CHANGE FROM 13.3 B IN NATIONAL WORKING AGREEMENT.

C) REFERENCE ITEM M AND ITEM N.

ITEM T

LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENT AND POSTING.

SENIORITY

1. BID JOBS ARE TO BE FILLED BY SENIORITY. WHEN QUALIFICATION STANDARDS ARE LISTED, EMPLOYEE MUST MEET THE STANDARDS.
2. EMPLOYEES WHO WORK BEYOND THE TIMES OF THEIR BID ASSIGNMENTS, ARE JUNIOR, IN TERMS OF ASSIGNMENT. THIS INCLUDES THOSE REPORTING FOR EARLY OVERTIME, AND THOSE EMPLOYEES ON DETAIL.
3. EMPLOYEES WHO ARE CALLED IN FOR OVERTIME ON THEIR DAY OFF, ARE JUNIOR, IN TERMS OF ASSIGNMENT.
 - (A) AS PER NATIONAL AGREEMENT ARTICLE 8, SECTION 8.5, THE ABOVE SHALL NOT BE READ TO PRECLUDE AN EMPLOYEE ON ANY OVERTIME ASSIGNMENT FROM BEING ASSIGNED TO WORK IN THE SECTION WHERE S/HE HOLD A BID, IF THERE IS OVERTIME WORK AVAILABLE IN SUCH SECTION, IN WHICH CASE, SUCH EMPLOYEES WILL BE ASSIGNED ON A SENIORITY BASIS.
 - (B) WHEN MANAGEMENT DECIDES TO STAFF A BID ASSIGNMENT AREA ABOVE THE AMOUNT OF MAIL HANDLERS HOLDING BIDS AND WORKING IN THAT AREA ON A REGULARLY SCHEDULED DAY, THE FIRST OPPORTUNITY TO WORK SUCH BID ASSIGNMENT AREA SHALL BE OFFERED TO MAIL HANDLERS ALREADY WORKING A NON-SCHEDULED DAY, WHO HOLD BID ASSIGNMENTS IN THAT AREA. SUCH OPPORTUNITY SHALL BE OFFERED ON A SENIORITY BASIS.

ITEM T (cont'd)

4. EMPLOYEES REPORTING FOR DUTY ONE-HALF (1/2) HOUR LATE (50 UNITS) OR MORE, FORFEIT SENIORITY WHEN WORK LOAD IS ASSIGNED TO MAIL HANDLERS PRESENT WHO HAVE NOT BEEN REPLACE IN THEIR OWN SECTION. SCHEDULED AND PRE-APPROVED LATENESSES (ACTUALLY PARTIAL ANNUAL OR SICK LEAVE USAGE) SHALL NOT CAUSE SENIORITY LOSS.
5. NO MAIL HANDLER, REGARDLESS OF SENIORITY, WILL BE PERMITTED TO DISPLACE OR BUMP ANOTHER FROM AN ASSIGNED JOB OR TOUR EXCEPT THROUGH THE PRESCRIBED BIDDING PROCEDURES.
6. ONCE REASSIGNED, A MAIL HANDLER WILL RETAIN HER/HIS SENIORITY THROUGHOUT THE BUILDING AND TOUR, BUT WILL BE JUNIOR TO ANY MAIL HANDLER PROPERLY HOLDNG A BID ASSIGNMENT OR DUTY ASSIGNMENT WITHIN THE PAY LOCATION. THIS RELATIVE STANDING IS FOR PURPOSES OF ASSIGNMENT WITHIN THE PAY LOCATION.
7. EACH JOB BID SHOULD BE SUBMITTED ON IN-HOUSE BID FORM AND RETURNED TO THE PERSONNEL OFFICE.
8. THE EMPLOYEE BIDDING CAN, AT HER/HIS OPTION, COMPLETE A RECEIPT FORM (FOR BID SHEET) WHICH WILL BE CLOCKED (TIME-STAMPED) AT THE RECEIVING OFFICE (TOUR OFFICE LGA)
9. ALL DETAILS WILL BE POSTED FOR BID AND WILL BE AWARDED TO THE SENIOR-QUALIFIED EMPLOYEE SUBMITTING A TIMELY BID. NO DETAILS WILL GO BEYOND NINETY (90) DAYS. IF THE JOB IS NEEDED, IT WILL BE POSTED THEN FOR PERMANENT ASSIGNMENT. EXCEPTIONS CAN BE MADE BY MUTUAL AGREEMENT BETWEEN THE ADMINISTRATIVE VICE-PRESIDENT, LOCAL 300 AND MANAGEMENT.

ITEM T (cont'd)

- 10 .PART-TIME FLEXIBLE MAIL HANDLERS DO NOT HAVE SENIORITY RIGHTS EXCEPT FOR VACATION SCHEDULING CONVERSION TO FULL-TIME STATUS (RELATIVE LENGTH OF SERVICE)

REASSIGNMENTS

1. EMPLOYEES IN OTHER CRAFTS SHALL NOT BE UTILIZED FOR MAIL HANDLERS DUTIES WHEN MAIL HANDLER EMPLOYEES ARE AVAILABLE WHETHER OR NOT OVERTIME NEED BE AUTHORIZED FOR THE MAIL HANDLERS EMPLOYEES.
2. WHEN A MAIL HANDLER IS REASSIGNED OF HIS BID ASSIGNMENT DUE TO HER/HIS BEING EXCESS TO THE NEEDS OF THE SECTION, S/HE NOT BE REPLACED BY ANY OTHER EMPLOYEE.
3. A LISTING OF ALL MAIL HANDLER EMPLOYEES INJURED ON DUTY AND/OR RECEIVING OR REQUESTING CONTINUATION OF PAY (COP) SHALL BE PROVIDED THE ADMINISTRATIVE VICE-PRESENT, LOCAL 300 ON A WEEKLY BASIS BY THE OFFICE OF INJURY COMPENSATION.
4. FIRST CONSIDERATION FOR HIGHER-LEVEL ASSIGNMENTS WILL BE GIVEN TO THOSE ELIGIBLE, QUALIFIED AND AVAILABLE EMPLOYEES WITHIN THE IMMEDIATE WORK AREA WHERE THE VACANCY OCCURS.

IMMEDIATE WORK AREAS DEFINED FOR THIS PURPOSE ARE:
AMC/LGA - BUILDING #28

ITEM T (cont'd)

POSTINGS

1. VACANT MAIL HANDLER BID ASSIGNMENTS FOR FULL-TIME EMPLOYEES SHOULD BE POSTED AT LEAST ONCE PER MONTH FROM JANUARY THROUGH NOVEMBER AND WHEN POSSIBLE, IN DECEMBER. MAIL HANDLER BID JOBS SHALL BE POSTED FOR TEN (10) DAYS STARTING ON THE EIGHTEENTH OF EACH MONTH. SUCCESSFUL BIDDER NOTIFICATIONS WILL BE POSTED WITHIN TEN (10) DAYS AFTER THE CLOSE OF THE BID.

2. (A) IN THE EVENT THAT ALL POSITIONS ARE NOT FILLED ON A MAIL HANDLER BID POSTING, RESIDUAL POSITIONS WILL BE FILLED BY ASSIGNING UNASSIGNED FULL TIME REGULAR MAIL HANDLER EMPLOYEES, IN ACCORDANCE WITH ARTICLE 12.3B2 OF THE NATIONAL AGREEMENT.

(B) THE TWO PARTIES SHALL MEET AT LEAST ONCE EVERY QUARTER TO DISCUSS THE NEED FOR PROMOTION TO FULL-TIME REGULAR STATUS.

3. TO ENSURE THAT EMPLOYEES ARE PROVIDED INFORMATION OF INTEREST AND/OR REQUIRED TO BE PROVIDED BY LAW OR REGULATION, MANAGEMENT SHALL POST CONSPICUOUSLY AND CONTINUOUSLY ON OFFICIAL BULLETIN BOARD UNDER GLASS AND LOCKED, AND THE AVP, THE FOLLOWING (BUT NOT LIMITED TO):
 - A) LOCAL FIRE EMERGENCY PLAN.
 - B) OCCUPATIONAL SAFETY AND HEALTH ACT-OSHA POSTER 2219
 - C) OFFICE OF WORKERS COMPENSATION PROGRAM-OWCP
 - D) UNEMPLOYEMENT COMPENSATION PROTECTION FOR FEDERAL EMPLOYEES

4. ADDITIONALLY, COPIES WILL BE PROVIDED TO THE AVP, THE FOLLOWING (BUT NOT LIMITED TO) WILL BE DISPLAYED:

ITEM T (cont'd)

- A) NOTICE OF JOB OPPORTUNITIES
 - B) EVENTS AFFECTING WORKING CONDITIONS
 - C) CHANGES IN WORK SCHEDULES THAT AFFECTED TEN (10) OR MORE MAIL HANDLERS.
 - D) CHANGES IN AND CURRENT WAGE RATES
 - E) SOCIAL AND RECREATIONAL EVENTS
 - F) FACILITY REGULATIONS
5. ALL OFFICIAL POSTINGS SHALL BE DATED AND OUTDATED MATERIAL REMOVED.
6. THE ADMINISTRATIVE VICE-PRESIDENT, OR DESIGNEE, SHALL BE NOTIFIED AND GIVEN AN OPPORTUNITY TO REVIEW ALL VACANT AND NEWLY ESTABLISHED CRAFT POSITIONS PRIOR TO POSTING. (PROPOSED BID SHEETS)
7. A CURRENT COPY OF THE MAIL HANDLER SENIORITY LIST WILL BE POSTED CONTINUOUSLY THROUGHOUT THE YEAR IN THE SAME LOCATION ON A CONSPICUOUS OFFICIAL BULLETIN BOARD. SUCH LIST MAY BE REDUCED TO NO LESS THAN 65% SIZE TO SAVE SPACE. SUCH LIST WILL NOT BE COVERED OVER WITH OTHER POSTINGS AT ANY TIME. SUCH LIST WILL BE

POSTED IN BUILDING #28.
8. BID VACANCIES SHALL BE POSTED INSTALLATION-WIDE.
9. SHOULD MANAGEMENT DIRECT A CHANGE IN AN INDIVIDUAL OR INDIVIDUALS SCHEDULE(S), SUCH CHANGE SHALL BE DONE IN WRITING EITHER DIRECTRLY TO THE INDIVIDUAL OR VIA POSTING ON OFFICIAL BULLETIN BOARDS WHEN A MULTITUDE OF EMPLOYEES ARE AFFECTED.

ITEM T (cont'd)

10. WHEN A PART-TIME EMPLOYEE, MAIL HANDLER CRAFT, IS PROMOTED TO FULL-TIME STATUS, NORMALLY S/HE SHALL REMAIN ON HER/HIS PRESENT TOUR UNTIL THE COMPLETION OF THE NEXT MONTHLY POSTING OF BIDS, UNLESS S/HE HAS BEEN ASSIGNED TO A VACANCY FROM THE LAST POSTING.

11. AT BUILDING # 28 LGA, ANY EXISTING MAIL HANDLER DUTY ASSIGNMENTS THAT CURRENTLY HAVE AS THEIR ONLY IN-HOUSE DESCRIPTION NAME, THE TERMS "UTILITY" OR "MAIL HANDLER DUTIES" WILL, AS THEY BECOME VACANT, HAVE THEIR IN-HOUSE TITLES CHANGED, WHEN POSSIBLE, AFTER CONSULTATION WITH THE ADMINISTRATIVE VICE-PRESIDENT, LOCAL 300.AMC/LGA BRANCH.

ITEM T (cont'd)

PRINCIPLE OF POSTING

1. THE DETERMINATION OF WHAT CONSTITUTES A SUFFICIENT CHANGE OF DUTIES, OF PRINCIPLE ASSIGNMENT AREA, TO CAUSE THE DUTY ASSIGNMENT TO BE REPOSTED SHALL BE PROPER SUBJECT OF DISCUSSION AT LOCAL LABOR-MANAGEMENT MEETINGS. NO JOB WILL BE REVERTED OR REPOSTED UNTIL SAME HAS BEEN DISCUSSED WITH ADMINISTRATIVE VICE-PRESIDENT, LOCAL 300, AMC/LGA, AND WRITTEN NOTICE HAS BEEN GIVEN OF INTENT TO DO SO.
2. MANAGEMENT WILL ADVISE ADMINISTRATIVE VICE-PRESIDENT, LOCAL 300, AMC/LGA, WHENEVER NEW POSITIONS ARE TO BE ASSIGNED TO THE MAIL HANDLER CRAFT AT AMC/LGA. NOTIFICATION WILL BE GIVEN AS FAR IN ADVANCE AS POSSIBLE.
3. THE SUCCESSFUL BIDDER WILL BE PLACE IN THE NEW ASSIGNMENT WITHIN FIFTEEN (15) DAYS EXCEPT IN THE MONTH OF DECEMBER.
4. ALL POSTED POSITIONS SHALL INDICATE THE SPECIFIC TOUR OF DUTY; THE PRINCIPAL DUTIES INVOLVED AND THE BEGINNING AND ENDING TIME.
5. A COPY OF THE POSTED BID SHALL BE SENT TO AN EMPLOYEE ON LEAVE, PROVIDED EMPLOYEE MAKES THE REQUEST IN WRITING AND SUBMITS A SELF-ADDRESSED ENVELOPE TO PERSONNEL INDICATING WHERE BID SHOULD BE MAILED.
6. POSITIONS TO BE POSTED EACH MONTH SHALL INCLUDE ALL POSITIONS DECLARED VACANT REGARDLESS OF LEVEL.
7. PART-TIME REGULAR VACANT POSITIONS SHALL BE POSTED MONTHLY ON THE EIGHTEENTH AS THE NEED OCCURS.

ITEM T (cont'd)

**ITEMS TO BE PROVIDED THE ADMINISTRATIVE VICE-PRESIDENT,
LOCAL 300, LGA.**

- A) A COPY OF ALL POSTINGS THAT WOULD AFFECT MEMEBER(S) OF
- THE MAIL HANDLER CRAFT.
- B) THREE (3) COPIES OF MAIL HANDLER "OVERTIME DESIRED" LISTS.
ONE (1) COPY OF ALL OTHER "OVERTIME DESIRED LISTS."
- C) ONE (1) COPY OF VACATION SCHEDULE OF EACH TOUR AFTER
COMPLETED BIDDING.
- D) ONE (1) COPY OF THE HOLIDAY POSTING PER EACH TOUR AT
AMC/LGA.
- E) THREE (3) COPIES OF THE QUARTERLY UPDATED AND CORRECTED
SENIORITY LIST.
- F) THREE (3) COPIES OF THE MAIL HANDLER MONTHLY BID POSTING
AND THREE (3) COPIES OF THE SUCCESSFUL BIDDERS FOR THE
SAME.
- G) ONE COPY OF THE PROPOSED BID SHEET SENT SIMUTANEOUSLY
TO THE PLANT MANAGER OR DESIGNEE.
- H) WEEKLY LIST OF MAIL HANDLER EMPLOYEES ASSIGNED TO LIGHT-
DUTY ASSIGNMENTS.
- I) COPY OF ALL DETAIL ASSIGNMENTS GIVEN TO INDIVIDUAL MAIL
HANDLER EMPLOYEES.
- J) THREE COPIES OF THE MINUTES OF ALL SAFETY AND HEALTH
COMMITTEE MEETINGS.

ITEM T (cont'd)

- K) THREE (3) COPIES OF MINUTES OF LABOR-MANAGEMENT MEETINGS.
- L) ONE COPY OF ALL HIGHER LEVEL ASSIGNMENT ORDERS.
- M) A COPY OF EXISTING MAIL HANDLER DUTY ASSIGNMENTS WILL BE FURNISHED TO THE ADMINISTRATIVE VICE PRESIDENT, LOCAL 300 AMC/LGA, WITH THE MAIL HANDLER HOLDING EACH POSITION INCLUDED ON A BI-ANNUAL BASIS.
- N) COPIES OF POSTAL AND REGIONAL BULLETINS.
- O) THREE (3) COPIES OF ALL PERSONNEL ORDERS, TIMELY, WHEN ISSUED.
- P) A COPY OF FORM 1723 OR WHATEVER FORM MAY BE USED LOCALLY THAT SHOWS THE BEGINNING AND/OR ENDING BUT NOT NECESSARILY BOTH DATES OF ALL SUCH 204B DETAILS BY MAILHANDLER EMPLOYEES.

ARTICLE 8

WORK WEEK

1. FULL-TIME MAIL HANDLER EMPLOYEES SHALL BE ASSIGNED TO WORK SCHEDULES CONSISTING OF FIVE (5) CONSECUTIVE DAYS, EIGHT (8) HOURS PER DAY WITHIN NINE (9) CONSECUTIVE HOURS, WITH FIXED DAYS OFF.

ARTICLE 11

1. HOLIDAYS

- A) MANAGEMENT WILL REVIEW ITS HOLIDAY NEEDS AND MAKE EVERY EFFORT TO ALLOW AS MANY EMPLOYEES TO BE OFF AS POSSIBLE.
- B) AT LEAST SEVEN (7) DAYS PRIOR TO POSTING OF THE HOLIDAY SCHEDULE, MANAGEMENT SHALL MAKE A POSTING ON ALL TOURS REQUESTING VOLUNTEERS TO WORK THE HOLIDAY.

2. THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY SHALL BE AS FOLLOWS:

A) VOLUNTARY SELECTION

- 1. ALL FULL-TIME EMPLOYEES WITH NEEDED SKILLS. IF A LIMITED AMOUNT IS NEEDED, SELECTION WILL BE BY SENIORITY.
- 2. ALL PART TIME REGULAR EMPLOYEES - SAME SELECTION AS ITEM I
- 3. ALL PART TIME FLEXIBLE EMPLOYEES - SAME SELECTION AS ITEM I.

B) INVOLUNTARY SELECTION

- 1. INVOLUNTARY SELECTION WILL BE IN ACCORDANCE WITH ARTICLE 11 "HOLIDAYS" OF NATIONAL AGREEMENT.

ARTICLE 14

1. SAFETY AND HEALTH

- A) WHENEVER A MAIL HANDLER IS ASSIGNED TO DRIVE A GOVERNMENT, VEHICLE AND, UPON CONDUCTION VEHICLE SAFETY CHECK, FINDS AN UNSAFE CONDITION, S/HE SHALL COMPLETE THE APROPRIATE DESIGNATED FORMS TO HAVE DEFICIENCY CORRECTED. IF DEFICIENCY IS A HAZARD TO HER/HIS PERSON, EMPLOYEE MAY DECLINE TO USE THE VEHICLE.

- B) ALL MAIL HANDLERS HAVE THE RIGHT TO REFER MATTERS THEY DEEM UNHEALTHY AND/OR UNSAFE TO THE LOCAL SAFETY AND HEALTH COMMITTEE. THE LOCAL SAFETY AND HEALTH COMMITTEE WILL INVESTIGATE UPON RECEIVING A FORMAL REQUEST FROM LOCAL 300, AMC/LGA BRANCH.

- C) NO EMPLOYEE WILL BE ALLOWED TO OPERATE A GAS OR ELECTRIC POWERED VEHICLE UNTIL QUALIFIED.

ARTICLE 17

REPRESENTATION

1. MANAGEMENT AND LOCAL 300 SHALL HOLD A MONTHLY LABOR-MANAGEMENT MEETING WITH THE EXCEPTION OF DECEMBER. REPRESENTATIVES FROM MANAGEMENT AND LOCAL 300, AMC/LGA BRANCH, MAY ATTEND CHRISTMAS MEETING WHICH WILL BE HELD IN NOVEMBER OF EACH YEAR.
2. UNION-MANAGEMENT COOPERATION SHALL BE A PROPER SUBJECT FOR DISCUSSION AT LOCAL LABOR-MANAGEMENT COMMITTEE MEETINGS. SUCH DISCUSSION WILL INCLUDE, BUT SHALL NOT BE LIMITED TO , THE SUBJECTS CONTAINED IN ARTICLE 31 "UNION-MANAGEMENT COOPERATION" OF THE NATIONAL WORKING AGREEMENT.

MISCELLANEOUS

1. FOUL WEATHER

- A) WHEN WEATHER CONDITIONS DICTATE, FOUL WEATHER EQUIPMENT WILL BE MADE AVAILABLE TO MAIL HANDLERS ASSIGNED TO OUTDOOR DUTIES ON ALL TOURS.
- B) IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO RENDER REASONABLE CARE TO EQUIPMENT WHILE IN HER/HIS POSSESSION AND RETURN OF THE EQUIPMENT AFTER DAILY USE.

2. TELEPHONES

- A) AN EMPLOYEE WILL BE PERSONALLY NOTIFIED WHEN EVER AN INCOMING TELEPHONE CALL IS RECEIVED OF AN EMERGENCY NATURE.
- B) EMPLOYEE MAY REQUEST PERMISSION TO USE PUBLIC TELEPHONE. NORMALLY, REQUEST SHOULD BE GRANTED UNLESS PRIVILEGE IS ABUSED.
- C) UNION OFFICIALS AND STEWARDS OF LOCAL 300, AMC/LGA BRANCH WILL BE PERMITTED TO USE THE TELEPHONE FOR ITEMS RELATING TO THE ADMINISTRATION OF THE NATIONAL AGREEMENT WITH THE CONCURRENCE OF THE MANAGER IN CHARGE OF THE BUILDING.

3. DETAILS

- A) MAIL HANDLERS MAY REQUEST THIRTY (30) DAY DETAILS, DEPENDING UPON CONDITIONS, TO OTHER TOURS, BUILDINGS AND/OR LOD'S.

OSCAR BELTRAME
PLANT MANAGER
AMC/LGA

ROLAND PHILLIPS
ADMIN. VICE-PRESIDENT
LOCAL 300 MH UNION

