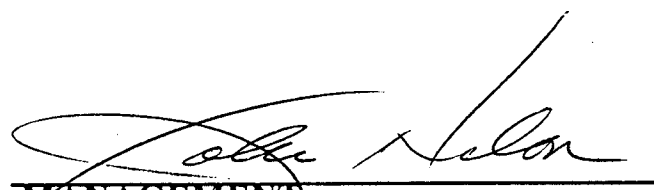


ITEM # A ADDITIONAL OR LONGER WASH-UP PERIOD

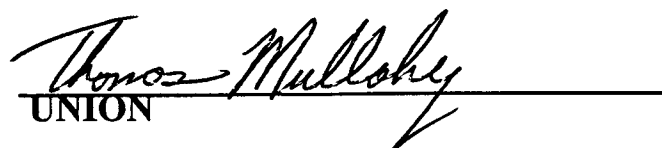
All employees shall receive a 12 minute wash-up prior to their lunch (meal) time and a 13 minute wash-up prior to the end of the tour.



MANAGEMENT



DATE



UNION



DATE

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 on upon information available and received from local, state and national authorities, and other official sources.**

- B. Consideration will be given to Acts of God,**

The situation must be general rather than personal in scope and must prevent groups of employees from working or reporting to work.

- C. With reference to the above, management shall immediately advise the Union concerning the appropriate action to be taken and act in accordance with the ELM, subchapter 5, part 519 (Administrative Leave).**

- D. All requests for Administrative Leave must be acted upon within 5 days of their 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. When an alleged explosive device has been discovered or a bomb threat made against the New Jersey International and Bulk Mail Center and verified by Postal and/or responsible city official, the facility head or designee will take all necessary measures to ensure the safety of the employees which may include evacuation of the facility or unit if deemed necessary.

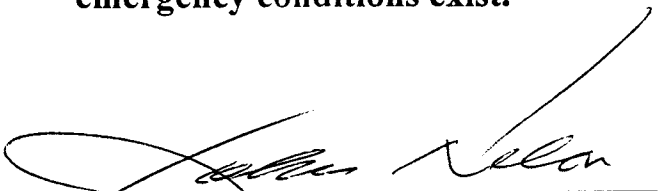
G. Management will take all possible off setting steps to prevent the inside temperature from dropping below, or going above those established by the U.S.P.S. and as specified in Maintenance Series Handbook MS49.

H. Postal officials shall make the safety of the employees their primary concern, taking appropriate actions to protect employees which would include but not be limited to, consideration of an employee's request for appropriate relief in the form of a temporary transfer to another work area, or of a leave. The nature of such leave, if requested, shall be determined by Management, and that leave shall not be unreasonably withheld.

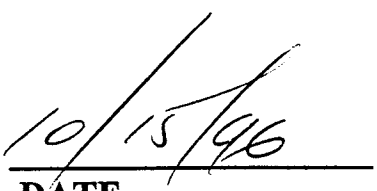
I. Whenever any of the condition in paragraph F & G exist, the ranking representative of Local 300 on duty will be notified.

J. Every consideration shall be given to leave request of employees who complain of health problems due to conditions arising from the controversion of paragraph G.

K. Management to the greatest extent possible will notify the Union when emergency conditions exist.



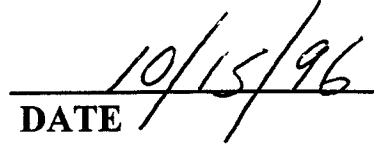
MANAGEMENT



DATE



UNION



DATE

ITEM C

FORMULATION OF LOCAL LEAVE PROGRAM

In accordance with Article 10. Part 3D of the National Agreement, Annual Leave 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 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 in February 1997, 1998, 15 days after posting , to Employee Relations, Room 118. Vacation requests will be approved by seniority, by pay location.

All employees transferring from one area to another shall retain the vacation batch approved for him/her.

When an employee submits two (2) requests for Annual Leave during the choice vacation period, the second request will be considered ONLY after all first requests have been approved.

All employees will personally be notified when their requests are approved and the vacation schedule will be posted on bulletin boards.

If an employee wishes to cancel request for Annual Leave, it should be submitted in writing to Manager, Employee Relations, at least three (3) weeks in advance of the first day of his/her scheduled vacation. This will permit other employees to take advantage of cancellations. All cancellations will be promptly posted to afford employees from the pay location the opportunity to submit a vacation preference bid sheet.

Annual Leave or leave without pay requested by bona fide Union Representatives to do union business should be granted. The request should normally be on a 3971.

Annual leave or leave without pay requested by Union Members to attend quarterly branch union meetings shall not be unreasonably denied.

To avoid unscheduled absences and to encourage proper use of leave, employees working within the same job title and within the same pay location may not be denied the right to temporarily swap rest days including Saturday and/or Sunday.

Singular or multiple day incidental annual leave shall be granted, at least until the specified vacation percent for the period is reached.

Annual leave for an employee's birthday will be granted.

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 hour prior to the request except in emergency situations.

The Installation Head will honor all requests for vacant weeks which are submitted seven days in advance of the leave period.

The Installation Head will make every effort to grant requests for vacant weeks submitted less than seven days in advance of the leave period.

The procedure for submission of application for Annual Leave during the choice vacation period shall be as follows:

The employee must submit 3971 in duplicate requesting Annual Leave to his/her immediate Supervisor no less than 48 hours and no more than two weeks to the beginning date of such Annual Leave. Such requests will be acted upon within three work days of receipt.

Should the Supervisor fail to advise employee within time period stipulated, the request will be considered approved by all parties.

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 3971 of his /her decision.



MANAGEMENT



DATE



UNION



DATE

ITEM D

THE DURATION OF THE CHOICE VACATION PERIOD

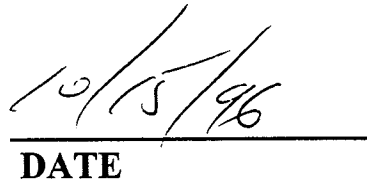
The choice vacation period shall be:

April 12 1997 through November 21 1997

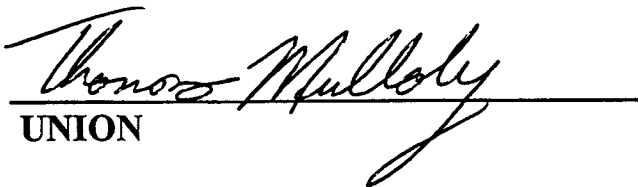
April 11 1998 through November 20 1998



MANAGEMENT



DATE



UNION

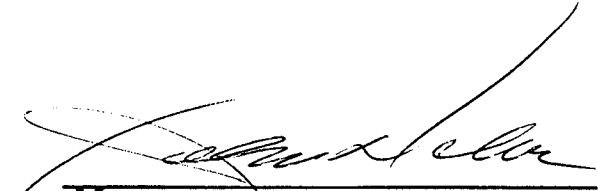


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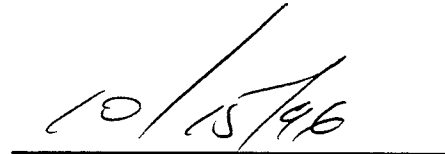
ITEM # E

**THE DETERMINATION OF THE BEGINNING OF AN
EMPLOYEE'S VACATION PERIOD**

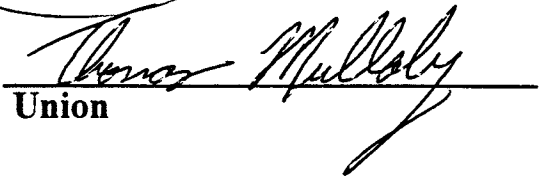
**All employees will begin their vacation on the first day of
the Postal Service work week which starts on Saturday.**



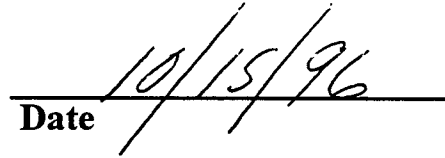
Management



Date



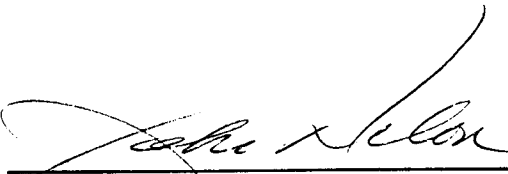
Union



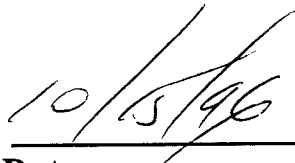
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ITEM # F WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD. IN UNITS OF EITHER 5 OR 10 DAYS.

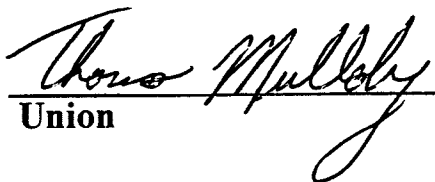
Employees, at their option, may request two selections during the choice vacation period in units of either 5 or 10 working days, providing all employees have had an opportunity of obtaining a selection during the choice vacation period.



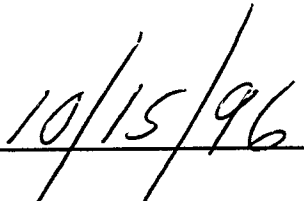
Management



Date



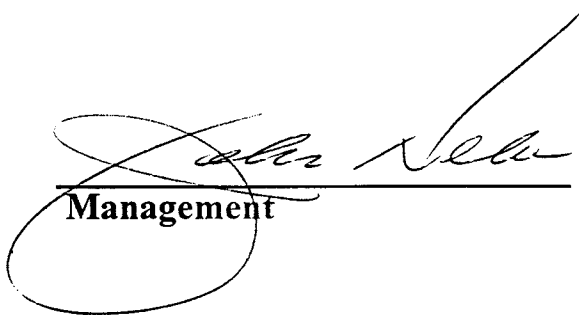
Union

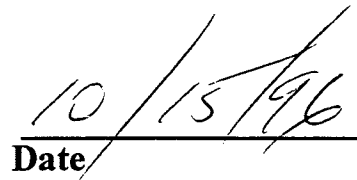


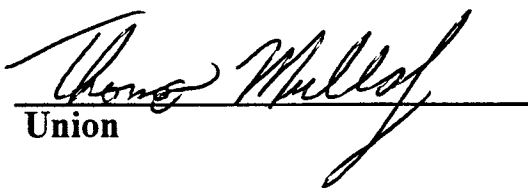
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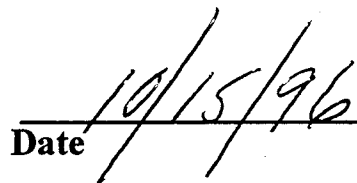
ITEM # G WHETHER JURY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHANGED TO THE CHOICE VACATION PERIOD.

Jury Duty and Attendance at National or State Conventions, shall not be charged to Choice Vacation period.


Management


Date


Union


Date

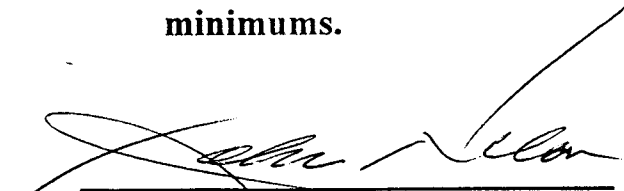
ITEM H

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

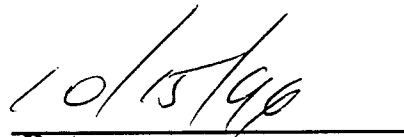
The maximum percentage of employees who shall receive leave each week during the choice vacation period shall not exceed the assigned percentage of personnel in Mailhandler craft and shall be designated as follows:

1997				1998			
04-12	to	05/23	20%	04/11	to	05/22	20%
05/24	to	05/30	15%	05/23	to	05/29	15%
05/31	to	06/27	25%	05/30	to	06/26	25%
06/28	to	07/11	20%	06/27	to	07/10	20%
07/12	to	08/29	25%	07/11	to	08/28	25%
08/30	to	09/05	15%	08/29	to	09/04	15%
09/06	to	11/14	10%	09/05	to	11/13	10%
11/15	to	11/21	5%	11/14	to	11/20	5%

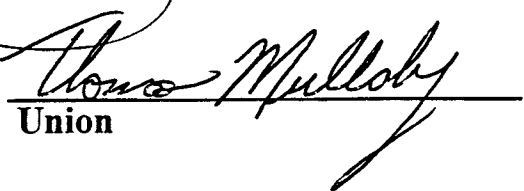
- A. In determining the percentages above, fractional percentages will be rounded down to the nearest whole percent.
- B. Management to the greatest extent possible shall grant additional employees annual leave during this period.
- C. Union Officials on union business leave code shall not be included in minimums.



Management



Date



Union



Date

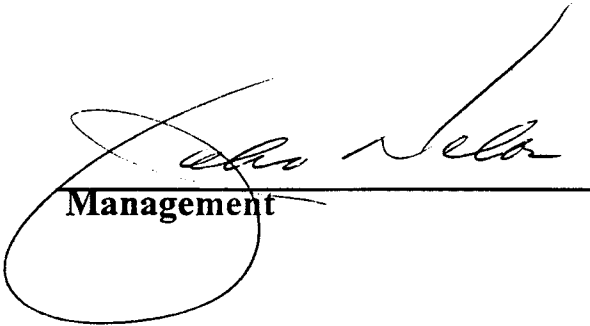
ITEM I

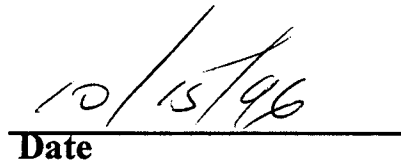
THE ISSUANCE OF OFFICIAL NOTICES TO EMPLOYEES OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE

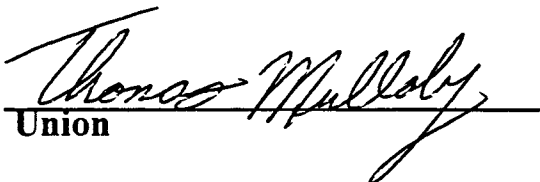
Management will issue official notices to each employee of the vacation schedule approved for such employee. Vacation schedules will be posted on official bulletin boards by April 1. A copy of all awards of the posting will be furnished to the Union Administrative Vice-President or his/her designee prior to the official posting.

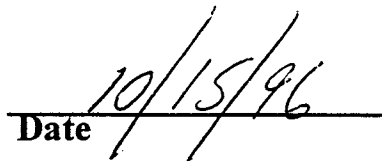
For any subsequent awards, Management will issue official notices to each employee and update the official posting of vacation awards on the official bulletin board. Copies of any subsequent awards will first be provided to the Union Administrative Vice-President or his/her designee.

An updated vacated schedule will be posted on a glass enclosed bulletin board which is maintained under lock and key.


Management

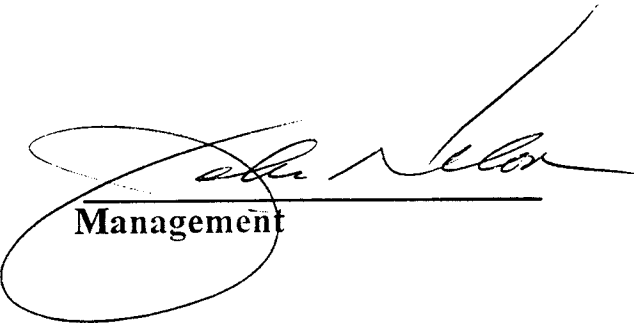

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Union

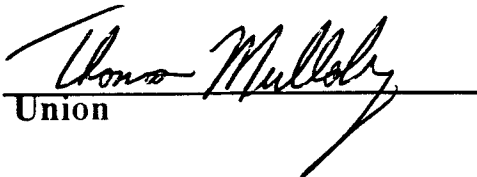

Date

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

1. By October first of each year, Management will notify all employee of the beginning of the new leave year by posting such notice on all 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 Union Administrative Vice-President or his/her designee one week prior to posting.
3. Notice of this information will be distributed to each employee with pay check the last pay period in September.


Management

10/15/96
Date

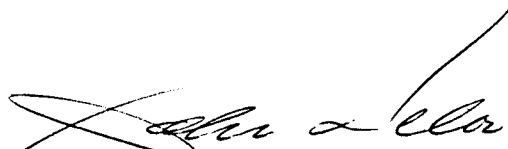

Union

10/15/96
Date

ITEM K

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

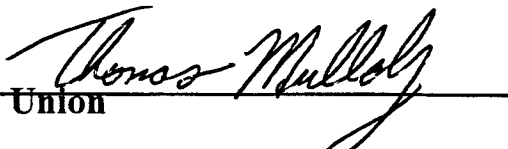
Applications for annual leave submitted (on Form 3971) outside the choice vacation period shall be acted upon within three work days, provided that such request is made within 30 days of the leave date (s) requested. The request will be considered approved if it is not acted upon within 3 work days; 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. Otherwise, the order of their filing shall be the determining factor.



Management

10/15/96

Date



Union

10/15/96

Date

ITEM L

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

- A. Overtime Desired Lists shall be established by section and tour. The lists shall be organized on the basis of seniority.**
- B. For this purpose a "section" is defined as a pay location.**
- C. For the purpose of the Daily Overtime Desired Lists (before and after tour), a "tour" is defined as begin time in Bulk, International (Foreign), and Military. For the purpose of the Non-Scheduled (Rest Day) Overtime Desired Lists, a "tour" is defined as one of the following: Bulk Tour 1, Bulk Tour 2 (6AM, 8AM, & 9AM start times), Bulk Tour 3 (5PM start time), Bulk Tour 3 (6PM start time), International (Foreign) Tour 2, International (Foreign) Tour 3, Military Tour 2 and Military Tour 3. Should other start times be implemented or created, the affected employees will be included in the Overtime Desired List of one of the cited tours.**
- D. All Mailhandlers shall be notified at least two weeks prior to each calendar quarter to submit their names, if they desire.**
- E. Employees who give 24 hour notice will be able to retract their names from the list for the remainder of the quarter after submitting written documentation. Such employees cannot subsequently place his/her name back on the Overtime Desired List for the remainder of the quarter. 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.**
- F. (1) There shall be three lists in each section (pay location) by tour:
Military Tour 2, and Bulk Tour 2 and Foreign Tour 2 and Bulk Tour 1.**
 - (a) Daily Overtime Desired List Before Tour**
 - (b) Daily Overtime Desired List After Tour**
 - (c) Non-Scheduled (Rest Day) Overtime Desired List**

- (2) There shall be two lists in each section (pay location) by tour:
Bulk Tour 3 and Foreign Tour 3 and Military Tour 3.**

 - (a) Daily Overtime Desired List After Tour**
 - (b) Non-Scheduled (Rest Day) Overtime Desired List**
 - (3) An updated Master List of each shall be maintained in the Managers of Distribution Operations Office and provided to the Union. A copy of each list by tour will be provided to the Administrative Vice-President of Local 300 and the Chief Steward on the tour.**
- G) There shall be similar separate Master Overtime Desired Lists for Mailhandler Equipment Operators by section (pay location) and tour. This will be backed up by a supplemental list of people with these skills from the Master Overtime Desired List and this supplemental list will be utilized on a seniority rotation after the exhaustion of the Mailhandler Equipment Operator List and prior to using Non-Overtime Desired List personnel.**
- H) There shall be similar separate Master Overtime Desired Lists for Sack Sorting Machine Operators by section (pay location) and tour. This will be backed up by a supplemental list of people with these skills from the Master Overtime Desired List and this supplemental list will be utilized on a seniority rotation after the exhaustion of the Sack Sorting Machine Operator List and prior to using Non-Overtime Desired List personnel.**
- I) Procedures for selecting employees to work overtime:**
- (1) Overtime Desired List by section (pay location) on a rotating basis. ODL volunteers for assignment in excess of twelve (12) hours per day will be assigned on a rotating basis by seniority.**

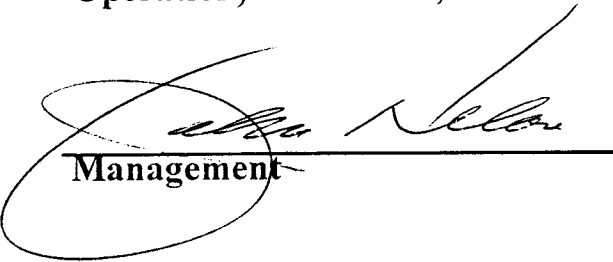
 - (a) In the event of greater and fewer available overtime hours, assignments will be made by position on the list, with the greater number of hours being assigned by order of appearance in rotation. Volunteers for work in excess of twelve (12) hours will not be considered to have exercised another opportunity within the ODL rotation.**

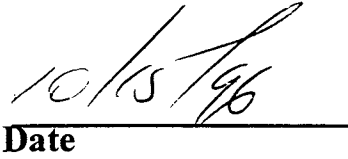
- (2) Overtime Desired List by tour on a rotating basis. ODL volunteers for assignment in excess of twelve (12) hours per day will be assigned on a rotating basis by seniority.**

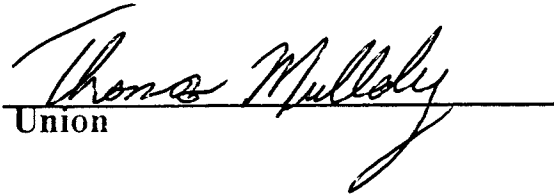
 - (a) In the event of greater and fewer available overtime list, with the greater number of hours being assigned by order of appearance in rotation. Volunteers for work in excess of twelve (12) hours will not be considered to have exercised another opportunity within the ODL rotation.**
- (3) For Higher Level jobs, people off the supplemental lists in G and H, on a seniority rotating basis.**
- (4) Volunteer full-time Regular Mailhandlers (As outlined in Article 8.5D of the National)**
- (5) Flexi Mailhandlers**
- (6) Casuals**

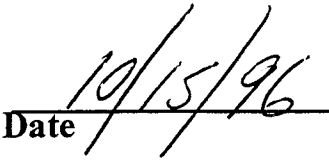
- (7) Mailhandlers by juniority by section (pay location) on a quarterly rotating basis.**
- (a) Regarding the assignment of Non-ODL employees in excess of ten (10) hours in a day or over six (6) days in a week in “an emergency situation” as per Article 8.5F, the Union will be provided a written explanation of the “emergency situation” by mid-tour of the next day.**
 - J) Notice of overtime will be given to the employees at least one hour prior to the end of their tour. Failure to provide the one hour notice will constitute exemption from involuntary overtime assignment. The Union representative will be notified first. 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.**
 - K) Detailed employees can only sign the Overtime Desired List for the tour on which they are officially assigned, not the detailed tour.**
 - L) No other personnel shall be assigned to the Mailhandler craft duties until all Mailhandlers have been afforded an opportunity to perform such duties on an overtime basis.**
 - M) Nothing in this section should be construed to mean that an employee who has volunteered for the Overtime Desired List and who has requisite skills and who is available for work is to be by-passed for Overtime.**
 - N) Rotation of Non-Scheduled day Overtime will be based on a day of the week rotation except on tours in which all OTDL people have the same two consecutive days off in which case there will be one simple rotation of Non-Scheduled day Overtime.**
 - O) On Daily Overtime regularly scheduled day people will be assigned before Non-Scheduled day people.**

- P) If people on the Master of Supplemental lists are called on rotation and if they qualify with multiple skills, the job they ordinarily work will be assigned first if available, second will be work at a comparable level (with SSM Operator consideration being given before Mail Equipment Handler Operation) if available, and third other available work.


Management


Date

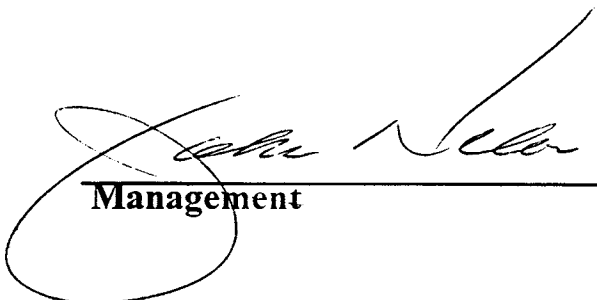

Union

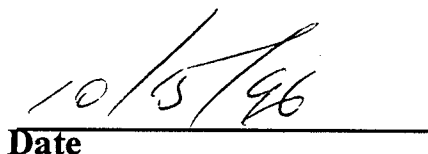

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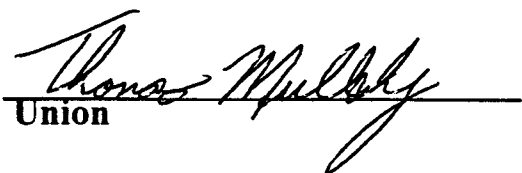
ITEM M

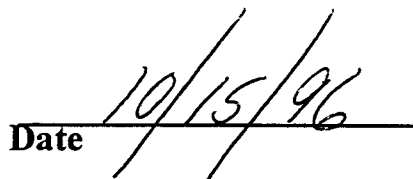
**THE NUMBER OF LIGHT DUTY ASSIGNMENTS TO BE RESERVED FOR
TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENTS ITEMS:**

Fifty-four (54) Light Duty positions will be made available for all deserving Full Time or Part-Time Flexible Mailhandlers.


Management


Date


Union


Date

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

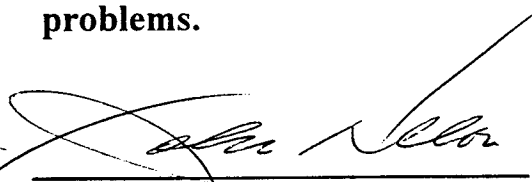
Consistent with the National Agreement and the provisions of the Local Memorandum of Understanding, Management will consider employee's limitations or restrictions to determine if Light Duty will be granted.

A Light Duty Committee will be established consisting of five (5) Representatives from the Union and five (5) Representatives from Management, one from each side from each tour.

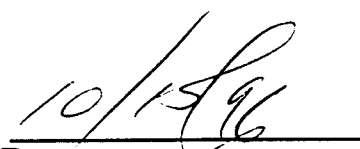
Any two Committee members will meet as needed to review Light Duty requests and assign individuals to areas identified as light duty areas, based on employee's limitations or restrictions.

Committee members or their designees will meet the day any Light Duty request is submitted and immediately place the Light Duty person in a Light Duty assignment based on, but not limited to, the above and items M and O.

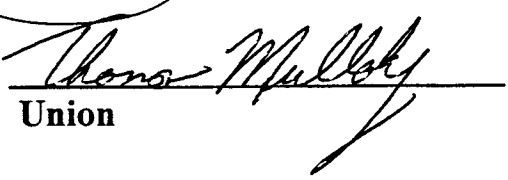
In addition, a Light Duty Committee meeting will be held during the first week of every month and this Committee is empowered to resolve any outstanding Light Duty problems.



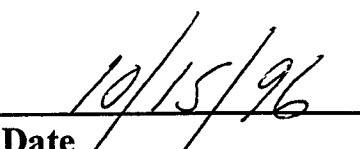
Management



Date



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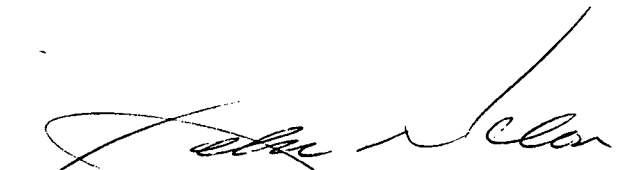
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ITEM O

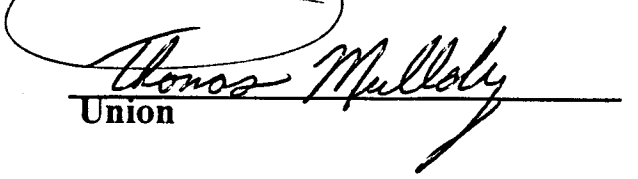
THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY

There will be one temporary light duty assignment identified in each of the below listed pay locations except where indicated * (357, 359)


<u>BULK T-1</u>	<u>BULK T-2</u>	<u>BULK T-3</u>	<u>FGN T-2</u>	<u>FGN T-3</u>
157	231	331	263	361
159	232	332	266	366
	233	333	271	371
	234	334	272	375
	235	335	275	379
	236	336	277	
	237	337	279	
	238	338		
	240	340	<u>MILITARY T-2</u>	
	241	341	281	
	250	350	283	
	253	353	285	
	254	354	287	
	255	355		
	256	356		
	257	* 357	(two assignments in this pay location)	
	259	* 359	(two assignments in this pay location)	



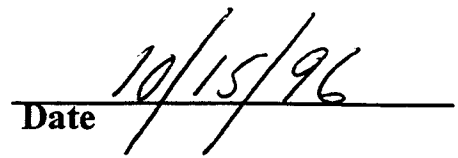
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 Union



 Date



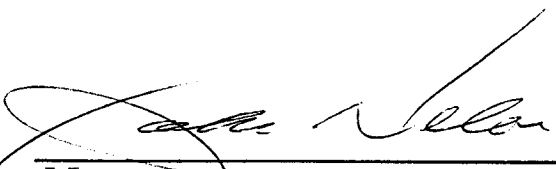
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ITEM P

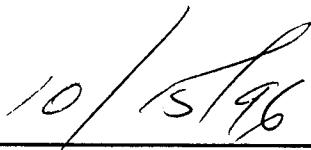
THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION

- 1) This item deals with the permanent reassignment of a employee such as a reassignment that results from the abolishment of an occupied bid assignment. Temporary or daily reassignments are addressed in Item 19 of this Local Memorandum of Understanding.
- 2) For the purpose of this item, a section will be identified as a work center (the four digit number).
- 3) When an employee is excessed to the needs of a section or his bid position is abolished in a section, Management will make every effort to reassign the affected Mailhandler in the same pay location as the abolished or excessed assignment.
- 4) When an employee is excessed to the needs of a section or his bid position is abolished in a section and reassignment to the pay location is not possible, Management will make every effort to reassign the affected Mailhandler on the same tour as the abolished or excessed assignment.
- 5) For the purpose of this item, tour will be defined as one of the following: BULK - I, BULK-II, BULK-III, FOREIGN - II, FOREIGN - III, and MILITARY - II.
- 6) Management will reassign all Casuals, Flexies and Unassigned regulars out of a section before abolishing a position in that section and will reassign all Casuals, Flexies, and Unassigned Mailhandlers out of the pay location before excessing a full-time Mailhandler holding a bid in that section out of that pay location.

- 7) Management will reassign all Casuals and Part-Time Flexies off a tour (as defined in #5 above) before doing so to a full-time employee.
- 8) Mailhandlers, whose bid positions are abolished, retain retreat rights in the section where his position was abolished or excessed. These retreat rights are to be exercised in accordance with the provisions of Article 12.6C4c of the National Agreement.
- 9) For permanent reassignments, Management will make an effort to give any unassigned full-time Mailhndler a choice, based on seniority, if more than one vacancy exists.
- 10) Management agrees that when implementing, abolishing or excessing positions, they will make every effort to keep the inconvenience of the affected employees to a minimum.



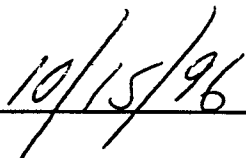
Management



Date



Union



Date

ITEM Q

THE ASSIGNMENT OF EMPLOYEE PARKING SPACES

Parking will be on a non-assigned basis.

There shall be a Local Labor-Management Parking Committee. The committee shall consist of two (2) representatives to be designated by the Mailhandlers Union.

Said Committee will meet quarterly to formulate rules for the parking area (s) and to pursue their primary objective or how to maximize in an orderly fashion the utilization of USPS owned or leased parking spaces for bargaining unit employees. All proposals for improving the utilization of existing parking spaces will be discussed reviewed and recommended by this Committee.

Final recommendations of the Committee will be submitted to the General Manager, New Jersey International and Bulk Mail Center who will have final authority to approve and/or disapprove. Such recommendations should not be unreasonably denied.

Where, however, the decision of the General Manager, New Jersey International and Bulk Mail Center is to deny a recommendation of the Committee, said decision must be fully documented and the reasons/documentation provided to the Committee in writing within fourteen (14) days of the General Manager's decision.


It is further agreed that whenever a recommendation is so denied, the Committee will have the authority to submit the dispute in question to the General Manager, Labor Relations, Northeast Region who shall meet with the NPOMH Regional Representative within fourteen (14) days of receipt of the submission and decide the merits of the issue.

If the parties cannot agree at the Regional level relative to the issue at hand the Mailhandler's Union is not precluded from submitting this matter to Headquarters level for consideration in whatever form they deem appropriate.

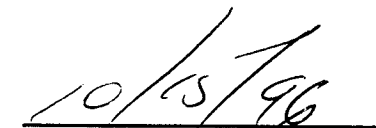
Designation of seven (7) parking spaces for Union Officials of Local 300 of which five (5) will be located at Bulk entrance and two (2) at Military entrance.

It will be incumbent upon the Administrative Vice President of the Local signatory union to advise the General Manager who the union representatives are utilizing the seven (7) spots.

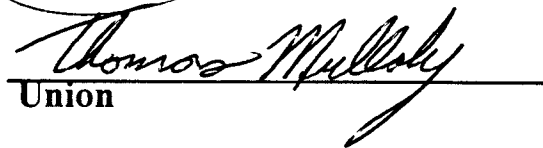
The parties further agree that the foregoing in no way restricts Management in providing parking spaces for owned or leased USPS vehicles.



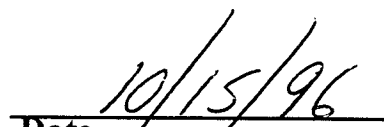
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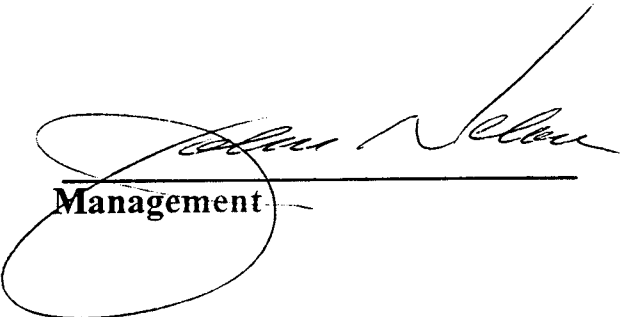
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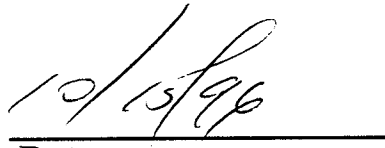
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ITEM R

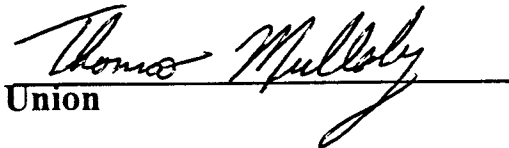
Annual leave or LWOP to attend Union activities requested on Form 3971 shall not be charged to the choice Vacation Period.



Management



Date



Union



Date

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.	.3

Article 12 Sec. .3B5

Reporting to another pay location on a daily basis for a period of three months shall constitute a sufficient change of duty assignment area to cause the duty assignment to be reposted. The new assignment shall be posted with 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. This includes all official bulletins in the Bulk, Foreign, and Military.**
- 3. Duty assignments on a daily basis will be assigned to the senior qualified volunteer in the section (pay location) where the available duty assignment exists. Example: A duty assignment exists in a section (pay location, for a jeep driver due to rest days or extra volume in the area that day. The senior volunteer in that section (pay location), possessing a valid jeep driver license shall be assigned the duty assignment for that day.**

Article 12 Sec. .3E3e

The order of movement of employees for temporary reassignment outside of their pay locations shall be as follows:

- 1. Volunteers by order of seniority;**
- 2. Casuals;**
- 3. Part-time regulars working extra days by inverse seniority;**
- 4. Part-time flexible employees by inverse seniority;**
- 5. Full time regulars detailed to the pay location from other tours on full duty by inverse seniority;**
- 6. Full time regulars detailed to the pay location from other pay locations on the same tour;**
- 7. Unassigned full time regulars by inverse seniority;**
- 8. Full time regulars working on their non-scheduled day (overtime) by inverse seniority;**
- 9. Full time regulars properly holding bid assignments within the pay location are the last employees to be reassigned by inverse seniority.**

No employee shall be allowed to displace or bump another employee properly holding a bid assignment.

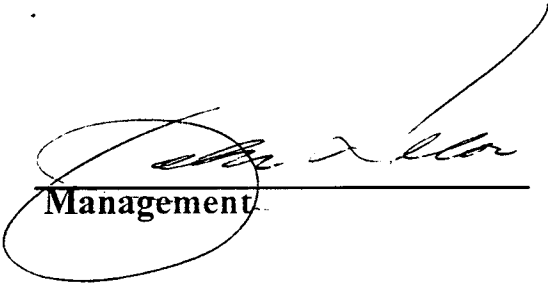
Once reassigned a Mailhandler will retain his/her seniority throughout the building and tour but will be junior to the Mailhandler properly holding a bid assignment or duty assignment within the pay location.

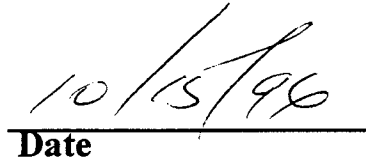
Article 12 SEC. .4

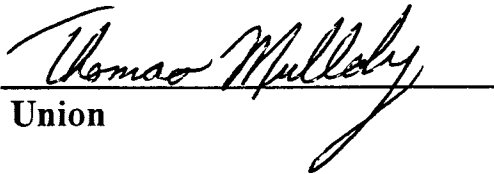
- 1. A section will be defined as a pay location except where it is elsewhere defined in the National Agreement or this Local Memorandum;**
- 2. A tour shall be defined as begin time in each of the following buildings:
Bulk, Foreign, and Military;**
- 3. Bulk, Foreign, and Military will be defined as separate buildings;**

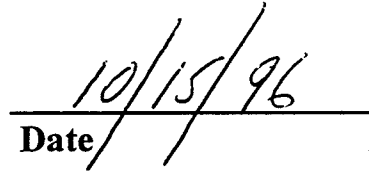
Article 13 Sec. 13.3

See items M, N, O.


Management


Date


Union



Date

ITEM T

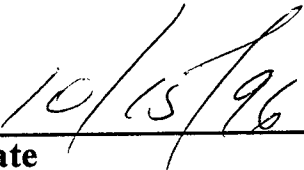
- 1. A copy of the Area of Responsibility Sheet will be provided to the Administrative Vice-President or his/her designee and updated quarterly.**
- 2. Employee Relations shall post a seniority list of all employees represented by the Mailhandler's Union at this installation. This list will be updated quarterly during the months of January, April, July, and October and will be posted in designated area in the cafeteria.**
- 3. Employee Relations will provide the Local 300 Administrative Vice-President or his/her designee with ten copies of an updated seniority list during the months of January, April, July, and October.**
- 4. Mailhandler bids will be posted at least eight times per year.**
- 5. Bids for all Mailhandler positions will be posted on the following official bulletin boards: Bulk, International (Foreign), Mezzanine, and Military.**
- 6. The overtime desired list (s) will be posted publicly outside of all Managers of Distribution Operation offices. An updated list will be given to the Union on a daily basis.**
- 7. Copies of the posted overtime desired lists will be provided to all Chief Stewards on the respective tours as well as to the Administrative Vice-President or his/her designee.**
- 8. Prior to reverting or abolishing any Mailhandler positions, Management will provide Local 300 with the reasons, in writing, for the proposed action.**
- 9. The Administrative Vice-President or his/her designee will be provided with copies of all notices and postings that affect the Mailhandler craft.**

10. At the end of each accounting period, the Administrative Vice-President or his/her designee will be provided with a list of all employees who were or are on Light Duty. This list will include the employee's regular assignment as well as the light duty assignment.
11. At the end of each accounting period, the Administrative Vice President or his/her designee will be provided with a list of all employees who were or are on Limited Duty. This list will reflect the employee's regular assignment as well as the Limited Duty Assignment.
12. Prior to reassigning any Mailhandlers, Management will notify the Union.
13. The Administrative Vice-President or his/her designee will be provided with daily copies of the Change of Assignment Sheets generated for the NJI&BMC.
14. Holiday lists will be posted no later than the Tuesday of the week prior to the holiday. A copy will be provided to the Union.
15. The Administrative Vice-President or his/her designee will be provided with updated copies of the Employee Complement Sheet generated for the NJI&BMC.
16. The Administrative Vice-President or his/her designee will be provided with copies of all Safety Committee meetings and inspections prior to posting.
17. If it becomes necessary to assign a Mailhandler out of his/her duty assignment/section, the reassigned Mailhandler shall have the absolute right to perform any Mailhandler duties being performed by Non-Mailhandler craft employees.
18. All details will be posted for bid and will be given to the senior qualified employee. No details will go beyond sixty (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 Administrative Vice-President and Management.

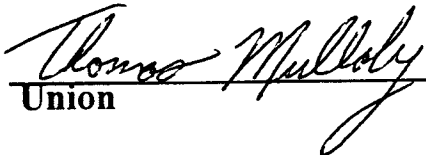
Effective date of bids will not be made effective on any holiday week in which the holiday falls on Saturday, Sunday, or Monday.



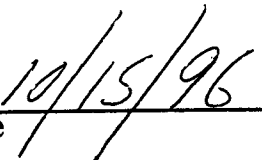
Management



Date



Union



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