

ARTICLE XXX - LOCAL IMPLEMENTATION

RUTHERFORD, NEW JERSEY POST OFFICE

AND

LOCAL 300 - LIUNA

DATE: 1998/2000

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ITEM 1 - ADDITIONAL OR LONGER WASH-UP PERIODS

Arbitrator decision dated August 29, 1977 will apply.

All Mailhandlers shall receive a 5 minute wash up period before their lunch break and a 5 minute wash up period before the end of their tour.

Mailhandlers detailed from one building to another shall also be entitled to a 5 minute wash up period when they are detailed from one building to another, i.e., between the main office and the parcel post annex.

Upon proper request to his or her immediate supervisor, an individual mailhandler may request and may be granted an additional reasonable period of time to wash up, provided such time is necessary due to the fact that the work performed is dirtier and more toxic than normal and the existing wash up period is insufficient in this particular instance.

ITEM 2 - WORK WEEK

The regular work week shall be with fixed days off.

ITEM 3 - CURTAILMENT OF POSTAL OPERATIONS GUIDELINES

Management will determine, based upon civil authority edicts, the feasibility of continuing normal or partial postal service.

Every effort will be made by the Postmaster or his designee, to protect the employee on occasions when service must be curtailed because of unusual or inclement weather conditions that could result in hazardous duty.

Bomb Threats - Evacuation of all mailhandlers from building. Civil authorities will be called in immediately.

Riots - Mailhandlers will be accorded the opportunity to go home in case of disorder in the area of their residence.

Whenever alleged explosive devices have been discovered or threats made against the facility, the facility shall be completely evacuated until all safety measures have been taken by the proper authorities.

In the event the Parcel Post Annex is closed, employees will report to the Main Office.

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ITEM 4 - FORMULATION OF LOCAL LEAVE PROGRAM

Vacations forms for designation of choice vacation period will be distributed to mailhandlers by February 15 of each calendar year.

The completed forms will be returned no later than March 15 of each calendar year.

The awarding of periods desired will be returned to each mailhandler and posted no later than April 15 of the calendar year.

Seniority shall be the determining factor in granting annual leave during the choice vacation period.

Bidding for choice vacations periods will be by sections as follows:

Rutherford Main Office

Parcel Post Annex

The slotting of mailhandlers into the Sections only for vacation purposes is as follows:

Rutherford Main Office - comprising of all Main Office Mailhandlers on the Incoming Tour, the Mailhandlers at the Parcel Post Annex Incoming Tour.

Parcel Post Annex - comprising of the 2 Mailhandlers on the Outgoing Tour in addition to the Mailhandler who is scheduled at the Main Office for a portion of his assignment and then reports to the Parcel Post Annex on the Outgoing Tour, plus the mailhandler at the Main on the Outgoing Tour. The assignment of Mailhandlers in a section for bidding for choice vacation periods will be increased or decreased due to changing Mail Processing Requirements.

When a mailhandler is reassigned to another section, his vacation period granted will remain valid.

ITEM 5 - THE DURATION OF THE CHOICE VACATION PERIOD

The choice vacation period will be from the first Monday in May through the last Sunday in September of each year.

ITEM 6 - THE DETERMINATION OF THE BEGINNING DAY OF THE VACATION PERIOD

The beginning day of the mailhandlers vacation period will be Monday.

ITEM 7 - REQUESTING TWO (2) SELECTIONS DURING THE CHOICE VACATION PERIOD

Mailhandlers at their option, may request two (2) selections during the choice vacation period, in units of either 5 or 10 days.

ITEM 8 - WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL & STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD

Leave for attendance at National and State Conventions shall not be charged to the choice vacation period. One Mailhandler will be allowed to attend as many others as can be spared. Jury Duty shall not be charged to the choice vacation period.

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ITEM 9 - MAXIMUM NUMBER OF MAILHANDLERS ON LEAVE AT A TIME

The number of mailhandlers allowed leave each week during the choice vacation period shall be TWO - (2) from the Rutherford Main Office Section and one (1) each week in the Parcel Post Annex Section. (Sections as defined under Item 4)

ITEM 10 - ISSUANCE OF APPROVED VACATION PERIOD, OFFICIAL POSTING ON EMPLOYEE BULLETIN BOARDS

Included on Item 4 on previous page.

ITEM 11 - DATE TO NOTIFY MAILHANDLERS OF NEW LEAVE YEAR

No later than November 1 of each year, management will notify all mailhandlers of the beginning day of the new leave year by posting such notice on all bulletin boards

ITEM 12 - OTHER THAN CHOICE VACATION PERIODS ANNUAL LEAVE REQUESTS

Request for leave other than choice vacation periods shall be submitted on a form 3971 as far in advance as possible. All leave requests will be answered by the supervisor within the time requested by the employee. In the absence of a supervisor in the Annex, the employee will forward his request to the Main Office with the Official Mail.

ITEM 12 - A - SPECIAL HOLIDAYS

FRIDAY AFTER THANKSGIVING

All requests for annual leave the Friday after Thanksgiving shall be submitted by September 1 of that year, for a period of thirty (30) days, ending with October 1.

Employees will be notified in writing by October 15<sup>th</sup> of that year. Annual leave for that day will be granted on seniority basis.

WEEK BETWEEN CHRISTMAS DAY AND NEW YEARS DAY

All requests for annual leave during this Christmas period will be submitted by October 1 of that year, for a period of fifteen (15) days ending on October 16<sup>th</sup> of that year.

Employees will be notified in writing by October 30<sup>th</sup> of that year. Annual leave for this period will be granted on a seniority basis.

ITEM 13 - METHOD OF SELECTING MAILHANDLERS TO WORK ON A HOLIDAY

Scheduling of mailhandlers for holiday work shall be on a juniority basis.

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#### ITEM 14 - OVERTIME DESIRED LIST

Overtime desired lists will be posted by sections. For this purpose sections shall be as follows:

Main Office Incoming  
Main Office Outgoing

Parcel Post Annex Incoming  
Parcel Post Annex Outgoing

Overtime desired lists will be posted in each section and each tour on a rotating basis.

When there is not a sufficient number of mailhandlers in a work section, mailhandlers from another section may volunteer from other sections.

When overtime is required, management will make every effort to provide employees with as much advance notice as possible. Additionally, the designated shop steward on the tour wherein overtime is required will be advised of the need for overtime.

#### ITEM 15, 16, 17 - LIGHT DUTY ASSIGNMENTS

For the purpose of identification, the types of light duty are, but not limited to:

Facing Mail  
Placing labels in racks  
Writing labels for defective sacks  
Sweeping cases

Sacking Mail  
Hanging Sacks  
Cutting & stacking mail

Light duty assignments will be granted those mailhandlers who qualify for same, commensurate with their physical capabilities.

#### ITEM 18 - IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN REASSIGNING MAILHANDLERS EXCESS TO THE NEEDS OF A SECTION

For the purpose of this item only, a "section" shall be defined as the job within an area in which the mailhandler is regularly assigned.

#### ITEM 19 - THE ASSIGNMENT OF EMPLOYEE PARKING SPACES

Where the Postmaster or Operation Manager has a parking space, the representative of Local 300 will be provided a parking space.

When parking space becomes available at any unit, those spaces in excess of postal needs will be discussed with the representative of Local 300.

#### ITEM 20 - LEAVE TO ATTEND UNION ACTIVITIES

See Item 8

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ITEM 21 - OTHER ITEMS

Labor-Management Meeting:

Management will provide a copy of the minutes of the bi-monthly Labor-Management meeting to the representative of Local 300.

DEFINITION OF A SECTION

Section will be defined as:

Main Office Incoming  
Main Office Outgoing

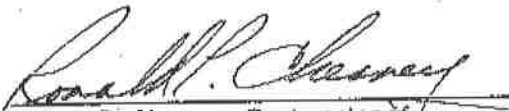
Parcel Post Annex Incoming  
Parcel Post Annex Outgoing

ITEM 22 - SENIORITY AND POSTING

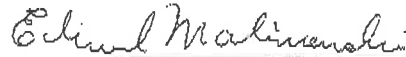
Seniority - The method of selecting mailhandlers to work outside of his assigned section shall be on a voluntary seniority basis, then inverse seniority.

Posting - Bidding shall be installation wide by seniority. Copies of bid notice awards shall be sent to the Representative of Local 300 and to the employee awarded the bid.

This Memorandum of Understanding is entered into on May 4, 1999 between the representatives of the U.S. Postal Service and the designated agent of the National Post Office Laborers' International Union of North America, AFL-CIO, pursuant to the Local Implementation Article of the 1978 National Agreement. This Memorandum of Understanding constitutes the entire agreement on matters relating to the local conditions of employment.



Ronald P. Chesney, Postmaster of  
Rutherford, NJ 07070-9998 for the  
U.S. Postal Service



Edward Malinowski  
Local 300 - LIUNA  
Chief Steward