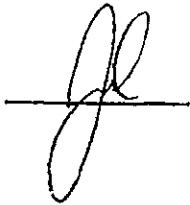


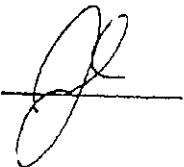
ITEM "L" - WHETHER OVERTIME DESIRED LISTS IN ARTICLE 8  
SHALL BE BY SECTION AND/OR TOUR

An Overtime Desired List shall be established for each tour.

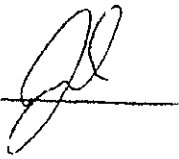
- a. It is mutually agreed that the administration of the Overtime Desired List, at the Western Nassau P&DC will be conducted by the NPMHU Local 300 Western Nassau Branch. All calls at home will be Conducted by Local 300 or its designee only.
- b. Overtime Desired List shall be posted January 2, April 1, July 1, and October 1 in each year. These lists shall be posted on the Mail Handlers bulletin board.
- c. Three weeks prior to the start of each calendar quarter, Full Time Regular Mail Handlers desiring to work overtime during the upcoming quarter shall SIGN their names ON EACH of the Overtime Desired Lists (OTDL). This "sign-up" list will be posted in the office of the Tour General Clerk or the Manager of Distribution Operations office. The list shall be posted for two (2) weeks with the posting date and the closing date and time clearly indicated. The closing time will be 6:00 AM for Tour One, 1:00 PM for Tour Two and 10:00 PM for Tour Three, on the fourteenth day.
- d. The Union shall be provided with one each of the OTDL, for the new quarter and accompanying "sign-up" sheets 24 hours before posting.
- e. A Mail Handler bidding to a new tour shall be given the opportunity to sign up for overtime. However, this must be done within the first service week on the new tour. The Union shall be notified in writing of any such situation.
- f. PTF 's who are converted to full time regular will be governed by Article 8.5a of the Mail Handler's National Agreement
- g. Mail Handlers shall have the right to have their name removed from any OTDL providing their request is made two (2) hours in advance of their end tour. The request shall be made in writing to their immediate supervisor.
- h. A new rotation shall start with each quarterly list starting with the senior most Mail Handler being given the first overtime opportunity.



2. There shall be three (3) lists by tour.
  - a. Before tour list
  - b. After tour list
  - c. Non-scheduled day list.
  - d. In order to be more equitable in the distribution of overtime, these lists shall be rotated as follows:
    1. Before Tour and After Tour Lists will rotate on a continuous basis. *Example:* Assume management needs six *Mail Handlers* for Before Tour or After Tour overtime on Monday. Assume also that the List starts with the number one Mail Handler. The first six available *Mail Handlers* shall be eligible. When the next opportunity for After Tour or Before Tour overtime arises, it will start at the point it left off previously. This rotation shall apply to both the After Tour and Before Tour List.
    2. The Non-scheduled Day List will be rotated on a daily basis. *Example:* If the need arises for non-scheduled day overtime on Monday, the senior Mail Handler(s) who have Monday as their non-scheduled day shall be eligible. The following Monday, the next senior Mail Handler who has Monday as their non-scheduled day shall be eligible.
3. Before tour list overtime, Mail Handlers will be notified of their overtime prior to the last hour of the tour on a day prior to the overtime opportunity. An employee absent will be called at home in accordance with 5b.
  - a. Due to numerous start times on tour 3, before tour overtime will be based on the needs of service. (example: If 2 hrs overtime is needed at 1pm, those mailhandlers with start times of 3pm will be canvassed. If overtime is needed at 4pm, those with start times of 5pm will be canvassed)
  - b. Before tour overtime for Monday on tour 3 may be called on the previous Friday.
  - c. Mail Handlers who are given less than one (1) hour notice, may decline the overtime opportunity without penalty and cannot be considered bypassed.



4. After tour list Mail Handlers shall be advised of their overtime no later than one (1) hour before the end of their tour of duty.
  - a. Mail Handlers who are given less than one (1) hours notice, may decline the overtime opportunity, without penalty and cannot be considered bypassed.
5. Mail Handlers on the non-scheduled day list shall be notified of any overtime opportunities prior to the last hour of their scheduled tour they worked preceding the overtime day.
  - a. An employee who is not scheduled to work prior to the last hour of the overtime opportunity will be called at home **in accordance with 5b**. If employee cannot be reached by phone, that employee will be passed over.
  - b. An employee will be considered as having been reached at home when the following have occurred: **1) The employee has answered the phone call personally.** 2) The employee has given prior written notification of their availability for Non-Scheduled day overtime on the day of the overtime opportunity. 3) Employee's who have given written notification as outlined in # **5b2** above will have a message left on the employee's answering machine. If an answering machine is not available, that employee will be passed over. **Employees failing to meet the requirements of 5b1 and 5b2 as stated above will be passed over**
  - c. Because 90% of tour 3 has Non-Service days on Sat/Sun, overtime for Sat/Sun/Mon non-service day shall be called on Friday.
6. Mail Handlers shall have the right to decline overtime because of fatigue, illness, disability and for emergency reasons.
  - a. **Management shall provide the union with names of those employees who have accepted overtime but failed to show up.**
  - b. Mail Handler's who have worked overtime before tour, may decline overtime after tour without penalty.
  - c. Mail Handler's who have worked one non-scheduled day in a service week, may decline to work the second non-scheduled day without penalty.
  - d. An employee declining overtime shall not be penalized if prior notification is given to management in writing twenty-four hours in advance. (Ex: Doctor's Appointment).



- e. If due to numerous declines, the Over Time Desired List does not provide sufficient staffing to fill Management's need, the following shall apply:

(Example - Assume an OTDL has 25 names on it. On a particular day, management needs seven (7) Mail Handlers to work overtime. On this particular day the OTDL starts with number 13. If the entire list is exhausted, and only four (4) Mail Handlers have accepted **the overtime opportunity, numbers 12, 11, and, 10 shall be required to work and shall lose their right to decline overtime only after the following order of selection has occurred:**

Mail Handlers who have signed the daily " Full Time Volunteer List " in accordance with Article 8.5d of the Mail Handlers National Agreement shall be canvassed.

2. Mail Handlers who are working their non-scheduled day shall be offered additional hours in order to fill staffing needs.

**3. PTF volunteers**

**4. Mail Handler Casuals**

**5. PTF non-volunteers**

*Those employees who are required to work shall not be charged with a decline of overtime.*

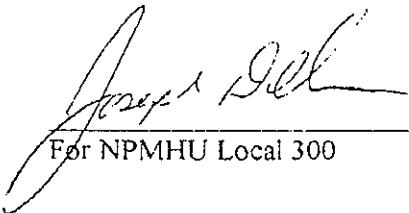
- f. Mail Handler's who have declined overtime in excess of **four (4) times in a quarter**, shall have their name removed from the Overtime Desired List for the remainder of the **quarter**.

- g. When a Mail Handler has their name removed from the Overtime Desired List in accordance with 6e above, it shall only be from that list the Mail Handler has declined the overtime.  
(Declining Non-Scheduled day overtime would warrant removal only from the Non-Scheduled day overtime list) The same shall apply to all lists.

- h. All other overtime provisions in the National Agreement and the Local Memorandum of Understanding and Improper by Pass Memorandum shall be complied with.



7. Every effort shall be made to distribute equitably the opportunities for overtime among those on the Overtime Desired Lists.
  
8. All make-up overtime will be in strict accordance with the "Improper By-Pass Overtime" Memorandum of Understanding, which is part of the collective bargaining agreement.
  - a. All overtime that is to be resolved under the Memorandum of Understanding (Improper By-Pass Overtime) must be made known to the Union by management in writing before assigning any make-up overtime opportunities. Further, the Union must be notified when any make-up overtime is worked. The notification shall include the following information. Mail Handlers name, date by-passed, date and amount of overtime worked.

  
\_\_\_\_\_  
For NPMHU Local 300

  
\_\_\_\_\_  
For USPS  
*Jan. 2003*

IT IS MUTUALLY AGREED THAT THE SIGNING OF THIS DOCUMENT  
CONSTITUTES AN AMENDMENT TO THE LOCAL AGREEMENT  
BETWEEN  
THE POSTAL SERVICE AND LOCAL 300 @ THE WESTERN NASSAU  
P&DC  
IT STRICTLY MAKES CHANGES TO ITEM "L" AND DOES NOT IN ANY  
WAY ALLOW NEGOTIATIONS ON ANY OTHER ITEM OF THE LOCAL  
AGREEMENT CURRENTLY IN EFFECT.