

AREA: N.Y. METRO
DISTRICT: LONG ISLAND
FACILITY: RIVERHEAD MAIN POST OFFICE
UNION: N.P.M.H.U.

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POSTAL SERVICE

RIVERHEAD, NEW YORK 11901

&

NATIONAL POST OFFICE MAIL HANDLERS,

WATCHMEN, MESSENGERS &

GROUP LEADERS

DIVISION OF THE

LABORER'S INTERNATIONAL UNION OF

NORTH AMERICA,

AFL-CIO

LOCAL 300

1993 - 1997

This Memorandum of Understanding is entered into on 2-10-94 Date
at Riverhead - Calverton Annex, New York, between the
representatives of the United States Postal Service and the
designated agent of the National Post Office Mail Handlers,
Watchmen, Messengers, and Group Leaders Division of the Laborer's
International Union of North America, AFL-CIO, pursuant to the
Local Implementation Article of the 1993 National Agreement.
This Memorandum of Understanding constitutes the entire agreement
on matters relating to local conditions of employment.

Z. Wilinski
Ziggy Wilinski
Postmaster
Riverhead, NY 11901-9998

Edward M. Snyder Jr.
Edward M. Snyder Jr.
Chief Shop Steward
Riverhead, NY 11901

Article A - Wash-up Time

All mail handlers shall be granted a ten (10) minute wash-up before lunch and a ten (10) minute wash-up period before the end of their tour. Upon request to his or her supervisor, an individual may request an additional reasonable period of time to wash up after performing work of a dirty or toxic nature. Two additional five (5) minute wash-up periods will be granted prior to each coffee break.

Article 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. Management will adhere to its Contingency Plans for Bomb Threats and emergency evacuations.

1. Or if any matter that might be dangerous to personnel as in smoke, fire, fumes, blackouts, bomb threats, floods, acts of God, Management will adhere to the Emergency Evacuation Plan. No mails will be curtailed to avoid giving mail handler craft employees overtime unless the above prevail.
2. Mail handler employees who are assigned from indoor duty to outdoor duty or vice versa shall receive adequate time to change clothing during cold or wet climate conditions.
3. When weather conditions dictate, foul weather equipment will be made available to mail handlers assigned to outdoor duty and platform. Equipment will be returned to area supervisor after daily use.
4. No vehicles will be allowed to remain running while at platform dock or parking area or while left unattended.

Article C - Local Leave Program

Article 10 of the National Agreement and Section 510 of the Employment & Labor Relations Manual will be the guide for formulating the Local Leave Program.

Article D - Duration of Choice Vacation Period

Prime time will be from the first full week in May to the last full week in September. Also to be included will be the service week before Easter, Thanksgiving and plus day before Christmas and the day before New Year's Day. Leave will be granted to the maximum extent of employees off by seniority.

Article E - Beginning Day of Employee's Vacation Period

The first day of a vacation period will be Monday of the vacation week.

Article F - Employee's Vacation Option

Choice of vacation period will be allowed to the extent outlined in the National Agreement, Article 10, Section 3. The option of selecting during prime time in units of ten days and five days is permitted as long as it is not to the detriment of other employees.

Article G - Whether jury duty and attendance at National or State Conventions shall be charged to the choice vacation period. Jury duty and attendance at state or National Conventions will be in accordance with the National Agreement, Article 10, Section 3F.

Article H - Maximum percentage of employees who shall receive leave each week during the choice vacation period. Twenty-five percent (25%) during prime time.

Article I - Issuance of official notices to each employee of the vacation schedule approved for such employee. Posting of prime time vacation schedule will be in accordance with Article 10 of the National Agreement as amended in this Agreement.

Article J - Determination of the date and means of notifying employees of the beginning of the new leave year. To be in accordance with National Agreement, Article 10, Section 4A and as amended in this agreement.

Article K - Procedures for submission of applications for annual leave during other than the choice vacation period.

Requests for annual leave, other than prime time, may be submitted on Form 3971 within 30 days of the requested leave date. Management will act on the request within 48 hours after receipt.

Non-choice and choice vacation request slips - First week in March of prior year. This period will last two (2) weeks.

Slips will be handed in and results will be posted by seniority by April 1 of the prior year. \\ A second choice pick and non-choice pick will be handed out April 1st, after the results of the first selection have been posted. This second selection will also last two weeks. Results will be posted by April 30th. Any other requests for leave will be submitted on 3971s no more than two (2) weeks prior to the date requested. When a question arises on who is to get leave, it will be decided by seniority. Management will give copies of all Request for Leave forms to employees making the request. Replies on leave requests on 3971s submitted will be that tour of duty. Maximum amount of leave allotted to mail handler craft to be granted.

Article L - Overtime Desired Lists

1. Overtime Desired Lists will be established by tour, by seniority, on a continued rotation basis for the equalization of the overtime throughout the year. Lists will be posted quarterly.
2. A separate Overtime Desired List will be kept for non-scheduled day.
3. Voluntary Overtime - The employee will have the right to designate the number of hours overtime he/she will be able to work daily and on a non-scheduled day for employees who cannot work two hours overtime daily. These employees may enter a nine (9) next to their name on the Overtime Desired List, showing availability of one (1) hour daily. For employees willing to work more than one (1) hour overtime, they may enter ten (10), eleven (11), or twelve (12) on the Daily Overtime Desired List. The same will apply to the Rest Day or Non-Scheduled Day, but only up to ten (10) hours may be worked.
4. Mail Handler employees on Overtime Desired Lists will be afforded the first opportunity for any overtime. Employees on non-scheduled day will be called in by phone. Normally employees will be notified the Wednesday before weekend overtime. Management will make every effort to notify employees two (2) days before their non-scheduled day's overtime.
5. No other craft personnel shall be assigned to mail handler craft duties unless or until all mail handler employees on the Overtime Desired Lists, both Rest Day and Daily, have been afforded an opportunity to perform services.
6. Mail handler employees bidding from one tour to another shall have the right to retain the overtime desirability to the new tour.
7. Notification of overtime will be no less than one and a half (1½) hours before the end of the tour of duty or the beginning of tour of duty (same as #4).
8. Compulsory Overtime - No employee shall be made to work until and only after they have made themselves available for as entered on the voluntary Overtime Desired Lists, including days.

9. The AVP or Steward in Charge and all Tour Stewards shall receive copies of all Overtime Desired Lists within five (5) days from when the sign-up sheets have been withdrawn from posting.

Article M, N, & O - Light Duty Assignments

Light duty assignments will be established as per instructions in the National Agreement, Article 13. Management will consult with the Union as to reassignment to light duty on an individual basis. Telephone answering, assisting in offices, etc. - depending on employee's limitations listed. All light duty will be on the employee's normal tour of duty. Management and the Union will review each case to insure a safe working environment for placement of light duty employees. Every effort by management will be made to find work for the injured employee within their tour of duty. No specific number to be designated. These assignments to vary according to number of people involved to keep all mail handler craft employees gainfully employed.

Article P. - Identification of Assignment

Identification of assignment will be defined by tour. When it is proposed that changes may effect these assignments, Management will consult with Union.

Article Q - Employee Parking Spaces

Parking available in post office parking lot.

Article S - Other Items

Bid Assignment - will be defined by tour. Future bid assignments will outline primary and secondary duties. Bid assignments will be defined by section by tour if a secondary assignment is required. If a bid assignment crosses two tours, the job bid assignment will state section on each tour.

Movement of personnel to another section - If no employee wishes to be moved upon the partial closing down of their section, the movement of employees will be by invert seniority. If a new position, vacancy, or other opportunity arises, it shall be determined by seniority as the employee states his/her preferred duty assignment.

Article T - Copies of the Local Memorandum of Understanding will be supplied to all members of the mail handler craft and the Local Union #300 Main Office, 401 Broadway, New York, NY 10013.