

# LOCAL AGREEMENT

MAILHANDLERS UNION

N.J. International & Network Distribution Center

2019-2022

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



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**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 use the District emergency 100 number 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 Network Distribution 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 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 conditions 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.



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2/4/21

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Marie Chey

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## **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 2021, 2022, 15. days after posting, to the designated vacation boxes at the MDOs office. Vacation request 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 request have been approved.**

**All employees will personally be notified when their request 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 immediate Supervisor, 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 posted within 24 hours 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 request 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. Decisions on submitted 3189 will be acted upon within 48 hours.**

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 the day-by-day basis.

In all cases, the Supervisor will advise the employee via duplicate 3971 of his/her decision.

  
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ITEM D

THE DURATION OF THE CHOICE VACATION PERIOD

The choice vacation period shall be:

2021

2022

April 10 THRU November 26, 2021

April 9 THRU November 25, 2022

  
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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.

  
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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.

  
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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.

  
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**ITEM # H**

**DETERMINATION OF THE MAXIMUM OF EMPLOYEES WHO SHALL RECEIVE LEAVE ACT 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:

2021			2022				
<i>04-10</i>	to	<i>05-21</i>	15 %	<i>04-09</i>	to	<i>05-20</i>	15 %
<i>05-22</i>	to	<i>05-28</i>	15 %	<i>05-21</i>	to	<i>05-27</i>	15 %
<i>05-29</i>	to	<i>06-25</i>	20 %	<i>05-28</i>	to	<i>06-24</i>	20 %
<i>06-26</i>	to	<i>07-09</i>	20 %	<i>06-25</i>	to	<i>07-08</i>	20 %
<i>07-10</i>	to	<i>08-27</i>	20 %	<i>07-09</i>	to	<i>08-26</i>	20 %
<i>08-28</i>	to	<i>09-03</i>	15 %	<i>08-27</i>	to	<i>09-03</i>	15 %
<i>09-04</i>	to	<i>11-12</i>	10 %	<i>09-03</i>	to	<i>11-11</i>	10 %
<i>11-13</i>	to	<i>11-26</i>	05 %	<i>11-12</i>	to	<i>11-25</i>	05 %

- 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.**
- D. During the period April 1<sup>st</sup> through April 7; F/T Mailhandlers will not be awarded any additional weeks, to afford MHA's the opportunity to select the vacation choices. Starting April 8<sup>th</sup> through the remaining negotiated vacation period on page 8 of the LMOU all remaining vacant weeks will be open to all Mailhandlers who wish to request additional vacation weeks.**

E. MHA's may apply for annual leave during the choice vacation period from April

1<sup>st</sup> through April 7<sup>th</sup>. MHAs will be grouped by their tour and building for the purpose of bidding on choice vacation weeks and its contingent upon the MHA having a leave balance of at least forty (40) hours. Negotiated percentages will apply to MHA's relative standing for conversion.

  
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ITEM #1

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<sup>st</sup>. A copy of all awards of the posting will be furnished to the Branch 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 Branch 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.

  
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**ITEM # J: DETERMINATION OF THE DATE 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 Branch 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.

  
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ITEM # K

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


Application 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



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ITEM # L

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

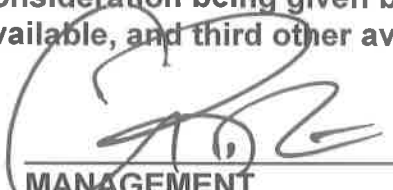
- A. Overtime Desired Lists shall be established by section and tour. The lists shall be organized on the basis of seniority.
- B. For this purpose a "section: is defined as a pay location.
- C. For the purpose of the Daily Overtime Desired Lists (before and after tour), a "tour" is defined as begin 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) An updated Quarterly Mater List including the sign up list of each shall be maintained in the Manager of Distribution Operations office and provided to the Union within 3 days of each quarter and within three days of any changes during the quarter. A copy of each list by tour will be provided to the Branch President of Local 300 and the Chief Steward of the Tour or their designee.**
- (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 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 over time:**
- (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 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) Mail Handlers Assistants
  - MHAs will be assigned overtime on a rotating basis by tour/building utilizing their relative standings for conversion.
- (6) 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.

  
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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.

  
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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 limitation or Restrictions to determine if Light Duty will be ranted.

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

Any two Committee members will meet as needed to review Light Duty request and assigned individuals to areas identified as light duty areas, based on employees 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.

  
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ITEM # O

IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE  
CONSIDERED LIGHT DUTY (54 TOTAL ASSIGNMENTS)

There will be one temporary light duty assignment identified in each of the below listed pay locations except where indicated.

157	231	331	263	364
159	233	332	265	396
	235	333	266	371
	236	335	270	375
	237	336	271 (2)	382
	241	337	277	
	250	340		
	253 (3)	341		
	256	350 (2)		
	257	353		
	259	356		
	282	357 (2)		
	283			
	285			
	287 (4)	359 (2)		

  
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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 an 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, MHAs, Part-Time Regulars, and Unassigned regulars out of a section before abolishing a position in that section and will reassign all MHAs, Part-Time Regulars, 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 MHAs / Part-Time Regulars 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 Mailhandler 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.

  
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**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 Plant Manager, New Jersey Network Distribution Center who will have final authority to approve and/or disapprove. Such recommendations should not be unreasonably denied.**

**Where, however, the decision of the Plant Manager, New Jersey Network Distribution 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 NPMHU 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 too Headquarters level for consideration in whatever for 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 Branch President of the Local signatory union to advise the Plant 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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ITEM #R

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

  
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**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
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**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
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- 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 throughout the installation. This includes all official bulletins boards throughout the installation.**
- 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. MHAs**
- 3. Part-time regulars working extra days by inverse seniority;**
- 4. Full time regulars detailed to the pay location from other tours on full duty by inverse seniority;**
- 5. Full time regulars detailed to the pay location from other pay locations on the same tour;**
- 6. Unassigned full time regulars by inverse seniority;**
- 7. Full time regulars working on their non-scheduled day (overtime) by inverse seniority;**
- 8. 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. However, upon reassignment any full time regular mailhandler shall have the right to bump any MHA on the tour.**

**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 will be defined as separate buildings;

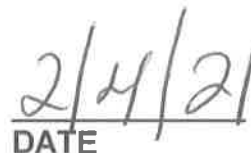
Article 13 SEC. 13.3

See Items #M, N, O.

  
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## ITEM T

1. Management 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 behind the cafeteria.
2. Management will provide the Local 300 Branch President or his/her designee with five copies of an updated seniority list during the months of January, April, July, and October.
3. Mailhandler bids will be posted at least eight times per year.
4. Bids for all Mailhandler positions will be posted on the following official bulletin boards; Bulk, International (foreign), Mezzanine, and Military.
5. 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.
6. Copies of the posted overtime desired lists will be provided to all Chief Stewards on the respective tours as well as to the Branch President or his/her designee.
7. Prior to reverting or abolishing any Mailhandler positions, Management will provide Local 300 with the reasons, in writing, for the proposed action.
8. The Branch President or his/her designee will be provided with copies of all notices and postings that affect the Mailhandler craft.
9. At the end of each accounting period, the Branch 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.
10. At the end of each accounting period, the Branch 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.
11. At the end of each accounting period, the Branch 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.



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12. Prior to reassigning any Mailhandlers, Management will notify the Union.
  
13. The Branch President or his/her designee will be provided with daily copies of the Change of Assignment Sheets generated for the NJNDC.
14. Holiday lists will be posted no later than the Tuesday 12 NOON of the week prior to the holiday. A copy will be provided to the Union.
15. The Branch President or his/her designee will be provided with updated copies of the Employee Complement Sheet generated for the NJ NDC
16. The Branch 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 a permanent assignment. Exceptions can be made by mutual agreement between the Branch President and Management.
19. Pursuant to the National Agreement 11.6 the parties' commit to agree as many fulltime and part-time regular scheduled employees as can be spared will be excused from duty on a holiday or day designated as their holiday. All Mailhandlers detailed EAS positions or Action SDO positions will be returned to craft during Holiday scheduling to minimize the involuntary scheduled impact to the senior Mailhandlers. However, on a one to one basis involuntary scheduled Mailhandlers will be removed from the schedule for each Mailhandler scheduled out of craft.
20. Effective date of bids will not be made effective on any holiday week in which the holiday falls on Saturday, Sunday, or Monday.

  
MANAGEMENT

2/4/21  
DATE

Mari Chay  
UNION

2/4/21  
DATE