

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POSTAL SERVICE  
SALEM, MA

AND

NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO  
BRANCH 25

MAY 2021

MAY 2023

ITEM 1. Installation head shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic materials. The amount of wash-up time granted each employee shall be subject to the grievance procedure.

ITEM 2. Regular work week for full-time carriers on letter routes will be five days with rotating and Sunday off. Regular work week for combination routes 45 & 46 will be five days with fixed days off. Route 45 will be Monday – Friday with Saturday & Sunday off, Route 46 will be Tuesday – Saturday with Sunday – Monday off.

ITEM 3. In case of emergency conditions, imminent disaster conditions, or state of emergency, that would possibly affect mail delivery, the Postmaster a/o senior Supervisor will as soon as possible, take into consideration all available sources of information, including opinions of duly authorized representatives of the carrier craft, to properly evaluate the seriousness of the existing a/o developing conditions. Upon due considerations a decision will be rendered as to what course of action will be followed. One of these courses of action will include the feasibility of curtailing certain classes of mail. Delivery operations if cancelled will resume upon notification from above authorities that it is feasible to do so. Management will make every effort to notify carriers on the street when a recall has been ordered by the Salem Post Office. Management has the final authority when considering curtailment of operations.

ITEM 4. A leave book shall be passed throughout the career carrier workforce by seniority and each carrier shall have 48 hours to make his/her selections once the book reaches them. If a carrier misses the 48-hour deadline, for any reason the book will advance to the next carrier and will return to the bypassed carrier when he/she is ready to make his/her selection but not until the carrier the book has advanced to has made his/her selections. There will be no delay advancing the book from one carrier to the next; the book shall not leave the Post Office for any reason. Carriers must leave a phone number they can be reached at, or they must leave their vacation selections with the controller of the book if they are on leave when it's their turn to make their choice selections.

ITEM 5. Duration of the choice vacation period is from the 3<sup>rd</sup> full week in May through the 2<sup>nd</sup> full week in September.

ITEM 6. Vacation schedules will begin on Monday and continue through Sunday.

ITEM 7. An employee at their option may request two selections during the choice vacation period, in units of either 5 or 10 days, the total may not exceed 10 or 15 days as outlined in Article 10 of the National Agreement.

ITEM 8. Jury duty will not be charged to the choice vacation period. Attendance to cover two delegates to the National Convention will be charged to the choice vacation period.

ITEM 9. Number of letter carriers, both career and cca, allowed off during each week of the choice vacation period shall be limited to 15 percent of the authorized career complement as of January 1, any number .5 and above will be rounded up and any number below .5 will be rounded down.

During the choice period, when 15 percent of the career carriers have not bid choice vacation weeks, carriers must submit a 3971 for approval at management's discretion. When less than 8 percent of the career carrier workforce is not on annual leave for any week during the choice vacation period management will approve annual leave up to 8 percent.

ITEM 10. Method of official notice to employees of approved vacations will be as follows:

A. Upon completion of specified selection period for vacation, a posted list will be established with the approval of both management and labor. A copy of the approved list will be supplied to Union Officials by management.

B. No carrier will be called into work while on annual leave except for serious emergency conditions.

C. There will be no swapping of vacation periods.

D. Employees wishing to cancel a selected period must notify management 15 days in advance.

ITEM 11. On or by November 1<sup>st</sup> management shall post when the new leave year begins.

ITEM 12. Other than choice period: The number of letter carriers, career and cca allowed off each week of the other than choice vacation period shall be 8 percent of the authorized complement as of January 1, any number above .5 will be rounded up, any number .5 or below will be rounded down.

Carriers requesting leave during the other than choice period must submit a 3971 in duplicate to their supervisor for approval/disapproval.

Management will reply to the request no later than 72 hours after the receipt of the 3971 indicating approval or disapproval. If no action is taken within the 72 hours, the leave will be considered approved.

Requests for daily leave will be at management's discretion.

Leave for 3 or more days may be requested 6 months in advance, leave of less than 3 days may be requested 60 days in advance.

ITEM 13. Holiday Scheduling: The following sequence will be followed when scheduling employees to work on a holiday or designated holiday provided that such scheduling produces a work force which meets the operating skills requirement of the holiday or designated holiday.

- A. All ptf employees to the maximum extent possible, regardless of the necessity to pay overtime premiums.
- B. All CCA'S to the maximum extent possible.
- C. All full-time regulars who volunteer to work on either their non-scheduled day or holiday or designated holiday will be canvassed as one group by seniority.
- D. All full-time regular employees who did not volunteer to work their non-scheduled day in inverse seniority order.
- E. All full-time regular employees who did not volunteer to work their holiday or designated holiday in inverse seniority order.

ITEM 14. Overtime desired list in Article 8 shall be by section.

ITEM 15. Light duty assignments will be retained for temporary and permanent light duty, dependent upon the availability of work.

ITEM 16. In absence of light duty category employees, these assignments may be filled by PTF's in conjunction with other assignments.

ITEM 17. Light duty assignments will consist of the following.

- A. Assist routes that are determined by a supervisor to need assistance, labeling cases and setting up routes.
- B. Write up insured, certified and registered mail on routes if needed and designated by a supervisor
- C. Assignment to a suitable collection.
- D. Servicing available high-rise apartment houses.
- E. Re-write worn rack cards in need of replacement
- F. Any carrier work physically or medically able to perform.
- G. Express Mail delivery and collection.
- H. Any other work available in accordance to Article 13 of the National Agreement.

ITEM 18. Carrier section is comprised of all carrier operations.

ITEM 19. A parking space if available will be provided in the Post Office yard for the Branch President.

ITEM 20. Annual leave to attend union activities requested prior to determination of the choice vacation schedule is not to be part of the total vacation plan. To be administered in accordance with Article 24.

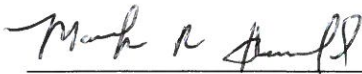
ITEM 21/22 Notices inviting bids for letter carrier craft assignments and to such other assignments to which a letter carrier is entitled to bid, shall be posted on the official bulletin board for (5) five days. Copies of this notice shall be given to the local union. When an absent employee has so requested, in writing, stating his/her mailing address, a copy of any such notice inviting bids shall be mailed to that employee. Letter carrier assignments shall be posted for bid

purposes when there is a change of more than one hour, at the option of the incumbent letter carrier.

Notices inviting bids for the position of full time reserve letter carrier shall contain the following:

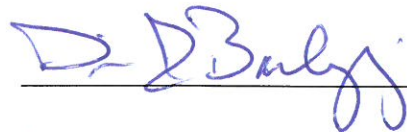
- A. Full time reserve letter carrier shall have a rotating non-scheduled day.
- B. Upon selection by seniority of any available duty assignment of five (5) day duration or longer, the full-time reserve carrier shall assume the starting time and non-scheduled day of the assignment selected. A full-time carrier called into work on a non-scheduled day of the assignment selected. A full-time carrier called into work on a non-scheduled day must be given his/her full-time duty assignment even though the assignment is usually worked by a T-6 or reserve letter carrier. Displaced T-6 shall have the choice of available routes on his/her string. Second, he/she shall have choice of any other open routes.

Special provisions Article 41 Section 3.O shall be made part of this agreement. When a letter carrier route or full time duty assignment, other than the letter carrier route(s) or full time duty assignment(s) of the junior employee(s), is abolished at a delivery unit as a result of, but not limited to, route adjustments, highway or housing projects, all routes and full time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose route(s) or full time assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this article.



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Mark Howell, Postmaster  
U.S. Postal Service



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David J. Barbuzzi, President  
NALC Branch 25