

1991-1994

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POSTAL SERVICE
RIVER GROVE POST OFFICE
RIVER GROVE, IL 60171-9998

AND

AMERICAN POSTAL WORKERS UNION AFLOCIO
RIVER GROVE, IL 60171-9998 (LOCAL)

PREAMBLE

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding made and entered into the U.S. Post Office, River Grove, Illinois by and between authorized Management Representatives of the United States Postal Service, hereinafter the Employer, and the American Postal Workers Union, AFL-CIO, hereinafter the Union, pursuant to the Local Implementation Provisions of the 1991 National Agreement constitutes the entire agreement of Local Implementation of the terms of the 1991 National Agreement.

DURATION

This Memorandum of Understanding shall remain in full force and effect for the duration of the 1991 National Agreement.

SEPARABILITY

Should any part of this Memorandum of Understanding or any provision contained herein be rendered or declared invalid by reasons of any existing or subsequently enacted legislation or by a court of competent jurisdiction, such invalidation of such part or provision of this Memorandum of Understanding shall not invalidate the remaining portions of this Memorandum of Understanding, and they shall remain in full force and effect.

- Item # 1 The employer shall grant reasonable, as needed, wash up time to those employees who perform dirty work or work with toxic materials.
- Item # 2 There shall be fixed schedules for all full time bargaining unit employees.
- Item # 3 When there is curtailment or termination of Postal Operations the employer will abide by guidelines as expressed by the United States Postal Service in accordance with existing regulations.

The employer will notify the employees at the earliest possible time of curtailment or termination of Postal Operations. Such notification will be by available media and personal notification when possible.

- Item # 4 The entire Clerk Craft shall constitute one (1) section for vacation purposes. Employees shall submit vacation selections on Form 1547. Vacation leave shall be granted based on seniority. Form 1547 must be submitted, along with a 3971 no later than February 1st of each year. The employer must return both forms to the employee approved or disapproved by February 15th of each year.

Incidental leave requested during the Choice vacation period must be submitted on Form 3971, only after the vacation schedule is posted. All available slots properly requested shall be approved or disapproved within fourteen (14) days of request. No such request shall be unreasonably denied. Such leave shall be granted on a first come first served basis.

Short term leave must be submitted as soon as possible on Form 3971. No such request shall be unreasonably denied.

Employees who wish to cancel a slot reserved for them, must notify the Employer as soon as s/he becomes aware of such cancellation. The employer shall then make that slot available to all employees in that section. The senior bidder who has a right to prime time remaining shall be assigned the period and be notified as soon as possible.

- Item # 5 Duration of the choice vacation period shall begin the Sunday closest to April 15th of each year and end the Saturday closest to November 30th of each year.
- Item # 6 An employees vacation shall begin on Sunday and end on Saturday. Any deviations are subject to Postmaster approval.
- Item # 7 At employees option, the employee earning thirteen (13) days of annual leave per year may request two selections during the choice vacation period in units of either five (5) or ten (10) days. At employees option, the employee earning ~~twenty/twenty~~ 20-26 days of annual leave per year may request two (2) selections during the choice vacation period in units of either five (5) or ten (10) days, the total not to exceed fifteen (15) working days.
- Item # 8 An employee who is called to Jury duty, during the scheduled choice vacation period shall be eligible to select another available period in the choice vacation period.

An employee who is selected to attend a National or State convention, as a delegate of this Union, shall not have this leave charged to his/her choice vacation period, when submitted in writing to the Installation head, prior to April 1st and is consistent with the number of employees off. He/She shall be eligible to select another available period in the choice vacation period according to seniority.

- Item # 9 The maximum number of clerks granted leave during choice vacation period shall be one (1) per week each year.
- Item # 10 Vacation schedule shall be posted no later than February 20th of each year.
- Item # 11 The employer shall no later than November 1st of each year, publicize on bulletin boards and by other appropriate means available in Postal Publications the beginning date of the new leave year, which shall begin the first full pay period of each calendar year.
- Item # 12 Employees desiring annual leave during other than choice vacation period shall submit a written request on PS Form 3971 to the Supervisor. No such request shall be unreasonably denied. Management shall approve or disapprove the leave request in a timely manner but no later than close of business seven (7) days prior. Such leave shall be granted on a first come first served basis.
- Item # 13 The method for selecting employees to work on a holiday or day designated as their holiday shall be:
- a. casuals
 - b. Part Time Flexibles
 - c. Full Time Regulars who volunteer to work on their holiday or day designated as their holiday, by seniority.
 - d. Full Time Regulars who volunteer to work on their non-scheduled day, by seniority.
 - e. Full Time Regulars who did not volunteer on what would otherwise be their non-scheduled day, by inverse seniority.
 - f. all other non-volunteer Full Time Regulars by inverse seniority.
- Item # 14 The entire clerk craft shall constitute one (1) section. Those wishing to work overtime shall place their name on the overtime Desired List. This list shall be updated and posted quarterly. Employees shall be utilized on a rotating basis with first opportunity offered the senior employee. If an employee is absent or on leave s/he shall be passed over, continuing the order of rotation. Employees must be notified of overtime requirement at least 1/2 hour prior to tour end.
- Item # 15 There shall be no specific number of light duty assignments within the Clerk craft. Each temporary assignment request must be accompanied by a medical from a physician stating the anticipated duration of such an assignment, and the medically defined work limitations. No such request shall be unreasonably denied. The Union shall be advised of all temporary assignments and expected duration.
- Item # 16 No light duty assignment shall adversely affect other employees regularly assigned to the section. No carrier shall be assigned to the Clerk craft to the detriment of clerks assigned to the section. When a temporary assignment exceeds thirty (30) days, the Union and the Employer must review the affect on others in the craft
- Item # 17 No assignments shall be specifically identified within the craft. The employee shall be accommodated with duties which fit within his medical limitations.

- Item # 18 For the purpose of reassignments within the installation employee excess to the needs of a section, the entire Clerk craft shall constitute one (1) section.
- Item # 19 Parking spaces will not be assigned to employees with the exception of those spaces designated by signs. It will be first come first serve basis.
- Item # 20 Covered in Item 8.
- Item # 21 If the starting time is changed beyond a one (1) hour radius, the assignment shall be reposted for bid. The incumbent shall have the option of accepting the new reporting time. If the incumbent accepts the new reporting time, the assignment will not be reposted.

This Memorandum of Understanding is entered into on Nov. 1st, 1991,
at River Grove, between the representatives of the United States Postal
Service, and the designated agent of the American Postal Workers Union,
AFL-CIO, pursuant to the Local Implementation Provision of the 1991
Agreement.

Mark Venturillo 11/1/91 @ 9:40 a.m.
For the United States Postal Service
River Grove, IL 60171-9998

Elizabeth Fisher 11/1/91 @ 9:40 AM
For the Union
River Grove, IL 60171-9998