

L O C A L
A G R E E M E N T

Memorandum of Understanding

Between The

UNITED STATES POSTAL SERVICE

and the

AMERICAN POSTAL

WORKERS UNION

WILMETTE BRANCH NO. 4353

AFL-CIO

October 30, 1991

1241 Central Avenue

Wilmette, IL 60091

Phone: (708)251-8644

MEMORANDUM OF UNDERSTANDING
 UNITED STATES POSTAL SERVICE AND LOCAL AMERICAN POSTAL WORKERS UNION
 WILMETTE, ILLINOIS
 60091-9998

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Wilmette, Illinois

Article VIII 1990 National Agreement

Item #1. Wash-up Periods

All employees shall be granted reasonable wash-up time.

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Article XLI 1990 National Agreement

Item #2. Regular Work Week

N/A

*John
Baker*

[Handwritten mark]



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Article XXX, 1990 National Agreement

Item #3. Guidelines for the Curtailment or Termination of
Postal Operations.

Postal operations will not be curtailed or terminated at the Post Office unless the Postmaster determines that conditions so warrant. The orders of local authorities will be considered in determining the extent to which the Postal Service will be curtailed. Management shall notify the employees and the Union at the earliest possible time of curtailment or termination of Postal Operations.

Jan
Beck



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Article X 1990 National Agreement

Item #4 Local Leave Program

Vacation lists shall be made for three (3) sections: one (1) for tour one and two (2) for tour two (one for the window section and one for the administrative section). By December 1, the employer will provide the clerks with vacation lists for the coming year. It will be routed by seniority, and an up-to-date seniority list will be included to insure proper routing. The list will be re-routed until every employee has had an opportunity to utilize the vacation time due him or her.

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Item #5. Duration of Choice Vacation Period

The choice vacation is designated as January 1 through November 30.

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Article X : 1990 National Agreement

Item #6. Beginning Day of Vacation Period

Unless otherwise requested by the employee and agreed to by management, vacations shall begin on Sunday and end on the following Saturday.

J. L. Smith



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Article X 1990 National Agreement

Item #7. Maximum Leave

In regards to the maximum leave allowed an employee during the choice vacation period, the provisions of Article X, Section 3-D of the National Agreement shall apply.

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Item #8. Jury Duty and Attendance at National or State Conventions

Leave to attend Jury Duty shall not be charged to choice vacation period.

FLP

*J. W.
Lynn*



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Item #9. Maximum Number of Employees to Receive Leave During Choice Period.

There shall be at least one (1) person granted annual leave from each of the three sections. There shall be no more than 11% from each section of the clerk craft granted annual leave at any one time, except that there shall be 15% granted annual leave from each section during the period from Memorial Day through Labor Day.

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Item #10. Notification of Approved Vacation Schedule.

A vacation schedule must be posted listing names and dates of approved vacations. Management will keep the list up-to-date as to employee cancellation and approvals.

File

*JL
Benn*



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Item #11. Notifying Employees of New Leave Year
Management will post a notice on the bulletin board as to the beginning of the new leave year.

71
B. L. M.



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Item #12. Leave Outside Choice Period

Application for leave during other than the choice period shall be on a completed PS Form 3971 in duplicate with the duplicate to be returned to the employee within three (3) working days, providing application is submitted at least seven (7) days prior to the first day of approved leave. This leave must be granted for eight (8) hours or more. Such leave, if approved, will be granted on a first-come, first-served basis.

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Wilmette, Illinois

Article XI 1990 National Agreement

Item #13. Selecting Holiday Workers
As per National Agreement, Article XI, Section 6.

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Article VIII 1990 National Agreement

Item #14. Overtime Desired List

The Overtime Desired List shall be posted by craft and administered as per National Agreement, Article VIII, Sections 4 and 5.

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Wilmette, Illinois

Article XIII 1990 National Agreement

Item #15. Light Duty

Management and APWU agree to establish a standing committee consisting of one (1) designated representative from craft and one (1) from management to determine what duties may exist and may be available to employees who request light duty work. The duties of such work must be within the capabilities of the employee.

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Wilmette, Illinois

Article XIII 1990 National Agreement

Item #16. Light Duty.

See Item #15.

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Wilmette, Illinois

Article XIII 1990 National Agreement

Item #17. Light Duty.

See Item #15.

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Article XII 1990 National Agreement

Item #18. Sections for Reassignment.

The entire installation shall be considered a section.

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Article XX 1990 National Agreement

Item #19. Employee Parking

An employee parking lot has been provided. Parking will be provided on a first-come, first-served basis.

J. [unclear]



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Article XXIIII 1990 National Agreement

Item #20. Annual Leave to Attend Union Activities.

Refer to Item #8 of this agreement.

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Wilmette, Illinois

Article XXXVII 1990 National Agreement

Item #21. Posting Assignment as a Result of a Change in Starting
Time.

As per the 1990 National Agreement, Article XXXVII, Section 3 with the exception that the incumbent shall have the right to accept the new reporting time. If the incumbent accepts the new reporting time, the assignment will not be reposted.

J. L.
[Signature]



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Wilmette, Illinois

Article XII 1990 National Agreement

Item #22. Implementation of this Agreement Relating to Seniority
Reassignments and Posting.

As per 1990 National Agreement.

J.
Blair

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING is made and entered into on October 30, 1991 at Wilmette Illinois, BY and BETWEEN authorized MANAGEMENT REPRESENTATIVES of the United States Postal Service, Wilmette, Illinois hereinafter the Employer and Local American Postal Workers Union, Wilmette, Illinois, hereinafter the Union pursuant to the Local Implementation Provision of the 1990 National Working Agreement.

John Williams *APWS*
APWU, Wilmette Local

Donald S. Kulaczinski *Postmaster*
Wilmette Post Office