



HENRIETTA NEW YORK 14467  
RMPO WEST HENRIETTA

AMERICAN POSTAL WORKERS UNION (APWU)  
CLERK/MAINTENANCE CRAFT

MEMORANDUM OF UNDERSTANDING

**May 21, 2015 - September 20, 2018**

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APWU CLERK CRAFT

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## MEMORANDUM OF UNDERSTANDING

### Article 1 - Union Recognition

1. In accordance with Article 1, Section 1, of the National Agreement, the Rochester Area Local (APWU) shall be recognized as the exclusive bargaining unit representative for all clerical **and maintenance craft** employees.

### Article 8 - Hours of Work

1. PTF **and or PSE** schedules will be posted by Wednesday of the preceding week to allow employees who wish additional hours to participate in the voluntary loaner program. For any necessary changes in the posted schedule, including required overtime, employees will be notified as soon as possible.
2. All **employees** will be allowed reasonable wash-up time before lunch and/or end tour.
3. Full time regular work weeks shall consist of 5 days with fixed days off.
4. Clerical breaks will not interfere with customer service responsibilities.
5. When it is deemed necessary by Management to require any full time employee to report on their non-scheduled day, the employees shall be notified as soon as possible.
6. Management shall make every effort to notify employees one hour in advance of the time required for overtime.

### Article 10 – Leave

1. The choice vacation period shall be the calendar year excluding time from December 1 – December 24.
2. Employees will begin the vacation calendar on January 2<sup>nd</sup> to be turned in no later than January 21. Each employee will have the vacation calendar for 48 hours in the first round and 24 hours in the second round. Failure to choose within the time limit will forfeit the next selection to the next senior employee. Approved vacation time will be posted for all employees by February 1.
3. Each employee, by their seniority, may request two (2) choices of five (5) and five (5), five (5) and ten (10), or one (1) choice of fifteen (15) continuous work days of annual leave. After the initial round, those clerks having sufficient leave may then bid any choice week by seniority.
4. A minimum of 15% (never less than one craft employee) in the craft will be granted annual leave during one time period. A fraction of .6 or greater will result in an additional employee off.

## MEMORANDUM OF UNDERSTANDING

### Article 10 – Leave

5. Requests for incidental leave of less than a week are to be submitted at least fourteen (14) days in advance and the request must be acted upon within five (5) calendar days or the leave will be considered approved.

### Article 37 - Clerk Craft Provisions

1. Disputes concerning job assignments will be settled by seniority.


MEMORANDUM OF UNDERSTANDING

"Presently effective Local Memorandum of Understanding not inconsistent or in conflict with the **2015-2018** National Agreement shall remain in effect during the term of this Agreement unless changed by mutual agreement pursuant to the Local Implementation Procedure set forth."

This Memorandum of Understanding is entered on **November 2016**, at Henrietta, New York between the representative of the United States Postal Service and the designated agent of the APWU, pursuant to the Local Implementation Provision of the **2015-2018** National Agreement. It is mutually agreed, that any item submitted to impasse shall be handled in accordance with the terms of Article 30 of the National Agreement.

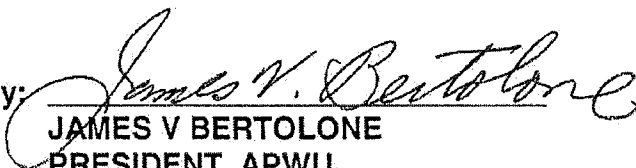
IN WITNESS WHEREOF:

UNITED STATES POSTAL SERVICE

By: 

POSTMASTER  
HENRIETTA, NY 14467

AMERICAN POSTAL WORKERS UNION, AFL-CIO, CLERK CRAFT

By: 

JAMES V BERTOLONE  
PRESIDENT, APWU  
ROCHESTER NY 14692

