LOCAL MEMORANDUM OF UNDERSTANDING

AMERICAN POSTAL WORKERS UNION (APWU)

AND THE

US POSTAL SERVICE

LAKEVILLE

POST OFFICE

MAY, 2015 - SEPTEMBER, 2018

ARTICLE 8

Section 1: A tentative PTF **and/or PSE** work schedule will be posted by Wednesday of the preceding week. This will allow PTF employees who wish additional work hours to participate in the voluntary loaner program. PTF employees will be notified as soon as possible for required schedule changes, including required overtime.

Section 2: All clerks will be allowed reasonable wash-up time before lunch and/or end of tour.

Section 3: Full time regular clerks work weeks shall consist of five (5) days with fixed days off.

ARTICLE 10

Section 1: The choice vacation period shall be the calendar year excluding December. Employees may request the week between Christmas and New Year's. Approval will be based on Past Practice and the Needs of the Service.

Section 2: Employees will be notified to submit vacation requests on January 2nd to be turned in no later than January 31st. Approved vacation time will be posted for all employees during the week of February 15th.

Section 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. Additional requests for whole weeks will be considered under the incidental leave procedure. However, requests for whole weeks will be acted upon as soon as possible.

Section 4: A minimum of fifteen (15) percent [never less than one (1) craft employee] in the craft will be granted annual leave during one (1) time period. Fractional percentages of .6 or greater will allow an additional employee off.

Section 5: Incidental leave requests shall be granted on a first come basis. Simultaneous requests will be granted based on seniority and equity. Normally, requests shall be submitted no earlier than 30 days in advance and shall be acted upon no later than 14 days prior to the date requested. Management will make every effort to approve the incidental leave requested. In reviewing incidental leave requests, management may consider all absences in the office.

ARTICLE 37

Section 1: When a vacant job is posted and the job description has been basically changed, then consultation will take place.

Section 2: Policy statements and revisions in Postal rules and regulations shall be posted in a visible location, in all work areas. Employees will be given the opportunity to review these changes during normal work hours.

Section 3: The word emergency shall be defined in this Memorandum of Understanding as an unforeseen circumstance or a combination of circumstances which calls for immediate action in a situation which is not expected to be of a recurring nature.

Section 4: In order to maintain the Postal Service policy of strict security for window and distribution clerks accountables and fixed credits there shall not be any unauthorized personnel allowed in the area of a window clerk, unless otherwise directed by the Postmaster or his designee. Furthermore, all purchasing of postal stamps, envelopes, money orders, etc. shall be done in the front of the counter area of each window clerk by any such authorized person.

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 **May 2016**, at Lakeville, New York between the representative of the United States Postal Service and the designated agent of the APWU, Clerk Craft, pursuant to the Local Implementation Provision of the **2015-2018** National Agreement. It is mutually agreed that any item submitted to impasse will be handled in accordance with the terms of Article 30 of the National Agreement.

IN WITNESS WHEREOF:

UNITED STATES POSTAL SERVICE

POSTMASTER
LAKEVILLE, NY 14480

12 / 07 / 2016
DATE

AMERICAN POSTAL WORKERS UNION, AFL-CIO, CLERK CRAFT

By: James V. Bertolone
JAMES V BERTOLONE
PRESIDENT, APWU
ROCHESTER NY 14692

DEC 07 2016