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**AMERICAN POSTAL WORKERS UNION  
P&DC NORTHWEST  
ROCHESTER NY 14606  
MAINTENANCE CRAFT  
LOCAL MEMORANDUM OF UNDERSTANDING  
OCTOBER 5, 2016 – SEPTEMBER 20, 2018**

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TABLE OF CONTENTS  
MEMORANDUM OF UNDERSTANDING  
MAINTENANCE CRAFT

MEMORANDUM OF UNDERSTANDING		1
ARTICLE 1	UNION RECOGNITION	1
ARTICLE 8	HOURS OF WORK	2
ARTICLE 10	LEAVE	3-4
ARTICLE 11	HOLIDAYS	4
ARTICLE 12	REASSIGNMENT AND EXCESSING	5
ARTICLE 13	ASSIGNMENT OF ILL OR INJURED	5
ARTICLE 38	EMPLOYEE CLASSIFICATION, SENIORITY	5-6
SIGNATORY		7

## MEMORANDUM OF UNDERSTANDING

These local implementations shall become effective at the Rochester **Processing** and Distribution Center **North West, October 5, 2016** and shall expire concurrently with the **2015-2018** National Agreement.

The parties recognize that by reaching agreement on the attached provisions, they do not forgo the raising of the question of arbitrability under Article 30 as a national level grievance as to the interpretation of the National Agreement.

### ARTICLE 1 - UNION RECOGNITION

1. The Rochester Area Local (APWU) shall be recognized as the exclusive bargaining representative for all Maintenance Craft employees.

## MEMORANDUM OF UNDERSTANDING

### ARTICLE 8 - HOURS OF WORK

1. Management shall grant reasonable wash-up time for Maintenance Craft employees. This means employees performing dirty work or working with toxic materials will be granted wash-up time as needed, by their immediate supervisors. Determination of need will be made at the time the work is performed.
2. Every effort shall be made that no full-time employee shall be scheduled both Saturday and Sunday in the basic workweek.
3. **An Overtime Desired List will be established by tour within the craft as follows:**
  1. **Electronic Technicians, PS-10 and MPE Mechanics, PS-9**
  2. **Maintenance Mechanics, PS-7**
  3. **Maintenance Support Clerks, all scheduling will be done by individual tours.**

**Should any new positions/levels be created, consultation with the union will take place.**

4. The Overtime Desired List -
  - a. Maintain a separate list for each SDO (Fri., Sat., Sun., Mon.,) for full tour O.T... This would allow for equalization and clarification.
  - b. Maintain a separate rotating list for before or after tour O.T. (less than 8 hours). This would allow for needed coverage without affecting the full tour O.T. list. This would eliminate the possibility of someone missing a full tour SDO opportunity because they worked a before or after opportunity.
  - c. **Maintain a list for out-of-schedule O.T. on a senior rotating basis.**
  - d. Management will make every effort to equalize the overtime assignments.
  - e. Overtime Desired Lists will be posted, with overtime opportunities recorded weekly.
5. **Off tour Overtime Desired List - When Management determines that work coverage is necessary and there are no available employees on the Overtime Desired List for the affected tour, off tour overtime opportunities will be offered in the following manner:**
  - a. A separate rotation for those requesting off tour overtime will be maintained along with the regular Overtime Desired List.
  - b. Overtime opportunities obtained through the Off Tour Overtime Desired List will in no way count as an opportunity for the On Tour Overtime Desired List.

## MEMORANDUM OF UNDERSTANDING

### ARTICLE 10 - LEAVE

1. Formulation of local leave program. Employees who submit an application for bid vacation period for the current year will be required to take bid vacation. Requests for additional weeks of annual leave other than the choice periods, in addition to changes and forfeitures in scheduled leave, must be submitted by letter to the Manager of Maintenance for consideration at least fourteen (14) days in advance.
2. The choice vacation period shall be from May 1st to September 15th and also include the Spring Recess (as determined by the Rochester City School District) and Thanksgiving. The non-choice period will be all other dates, excluding December 1-December 24, but including the week from December 25-January 1.
3. Employees may have two selections during the choice vacation periods in units of either five (5) or (10) days, or may take one choice of fifteen (15) days, if they earn twenty (20) or twenty-six (26) days of annual leave per year. In non-choice period the employees will receive one (1) choice of one (1) week, or two (2) continuous weeks by their seniority.
4. Jury duty, attendance at a national, state or regional convention shall not be charged to an employee's choice period. Service as a juror or delegate shall entitle the employee to an additional period in the choice vacation time. Leave granted under Article 24 will not be impact thereon.
5. Vacations will be granted on the basis of a minimum of fifteen (15%) of the Maintenance Craft in the choice period and ten (10%) in the non-choice period. The non-choice Christmas week will be a minimum of fifteen (15%). All partial percentages will be rounded up. The percentages will be applied by tour and occupational group:  
  
Example:
  1. Electronic Technicians, PS-10
  2. MPE Mechanics, PS-9
  3. Maintenance Mechanics, PS-7
  4. Maintenance Support Clerks, all tours as one (1) section.
6. Management shall post by February 10<sup>th</sup>, of the current year, the approved vacation schedule.
7. Any scheduled employee wishing to attend a Union meeting must give management forty-eight (48) hours notice prior to the date of such meeting. The employee will have the option of using annual leave or leave without pay. Not more than fifteen percent (15%) of the custodians, ET's, MPE's and MM-7's of the tour of duty during the scheduled time of the meeting will be allowed to attend.
8. **The vacation period shall start on the first day of the employee's basic workweek (the day after their non-scheduled day), or service week (which would be Saturday through Friday) at the employee's option at the time of the vacation bidding.**

## MEMORANDUM OF UNDERSTANDING

### ARTICLE 10 - LEAVE

9. **Scheduled days off prior to and following vacation of one (1) week or more will be considered part of the vacation. This would include holidays directly connected to vacations of one (1) week or more.**
10. A request for non-bid incidental leave, except for scheduled vacations and emergency requests, shall be submitted at least eight (8) calendar days in advanced and acted on within six (6) calendar days of the date of submission. Any request not acted on in six (6) days will be considered approval. The request will also be approved up to the applicable percentage allowed off, fifteen (15%) or ten (10%), and all leave absences will count toward the percentages for incidental leave, such as sick leave, annual leave, FMLA, and training at the NCED. **Any request for annual leave or leave without pay preceding holidays will be considered immediately after the holiday schedule is posted.**
11. Total Maintenance Craft seniority will be the determining factor for vacation selections.

### ARTICLE 11 - HOLIDAYS

1. The method of selecting employees to work on a holiday after the procedure outlined in Article 11, Section 6, has been exhausted, will be as follows:
2. Holiday sign-up sheets soliciting volunteers will be posted two (2) weeks prior to the posting of the holiday schedule. Employees will be allowed to volunteer until 12:01 AM, Tuesday of the week in which the holiday schedule is posted.
3. The following Holiday Pecking Order is established:
  - 1.a. Volunteers, on a seniority rotating basis.
    - 1.a.1. Whose regular schedule includes that day.
    - 1.a.2. Whose regular schedule does not include that day.
  - 1.b. Non-volunteers
    - 1.b.1. Whose regular schedule does not include that day, and are on the ODL in rotation.
    - 1.b.2. Whose regular schedule does not include that day, by inverse seniority on a rotating basis.
    - 1.b.3. Whose regular schedule includes that day, by inverse rotating seniority.
      1. Electronic Technicians, PS-10 and MPE Mechanics, PS-9
      2. Maintenance Mechanics, PS-7
      3. Maintenance Support Clerks, all scheduling will be by individual tours.

## MEMORANDUM OF UNDERSTANDING

### ARTICLE 12 - REASSIGNMENT & EXCESSING

1. When it is necessary to excess or abolish an employee's position from the Maintenance Craft, the junior employee in the affected occupational group by tour, will be abolished. Occupational groups defined as:
  1. Electronic Technicians, PS-10
  2. MPE Mechanics, PS-9
  3. Maintenance Mechanics, PS-7
  4. Maintenance Support Clerks, all tours as one (1) section
  5. Any other occupational groups added to the L&DC.

### ARTICLE 13 - ASSIGNMENT OF ILL OR INJURED

1. All efforts shall be made to place temporarily ill or disabled employees in a suitable light duty assignment within the custodial or maintenance craft.
2. When deemed advisable by the union, they shall with management discuss specific light duty cases for specific injuries and illnesses. As many light duty assignments as possible within the craft will be made as needed.

### ARTICLE 38 - CLASSIFICATION, SENIORITY

1. Maintenance Craft employees will be notified when new positions are made and said notice to be given as to how these positions are to be filled in advance of posting.
2. It shall be the responsibility of management to make certain that maintenance employees receive suitable instructions prior to assignment to a position.
3. Where weather conditions, failure of power supply, an Act of God or other causes beyond the control of the employer, necessitates that management curtail or terminate operations, the employees so affected will be notified where possible.
4. A service seniority list of all Maintenance employees will be prepared by management and posted on the official Maintenance Bulletin Board quarterly.
5. Management shall notify the union in writing when they intend to change employee's fixed scheduled days off in the basic work week or starting time by more than one hour.

MEMORANDUM OF UNDERSTANDING

ARTICLE 38 - CLASSIFICATION, SENIORITY

6. Employees who have applied and continue in MSS for a specific PER, and/or have not abandoned the process, will be afforded training or special assignments when they are available, as determined by management, by total maintenance seniority on a rotating basis, based on their written requests. Where no PER exists for a position, and/or there are no qualified applicants for that PER, the employee will also make such requests in writing. The union will be provided copies of these requests. Employees qualified on the PER involving these assignments will have preference on these written requests. **Employee's new to Rochester Maintenance will be addressed by both management and APWU on the application of the contract for the purposes of bidding and reassignment including the MSS.**




MEMORANDUM OF UNDERSTANDING

“Presently effective Local Memorandum of Understanding not inconsistent or in conflict with the **2010-2015** National Agreement shall remain in effect during the term of the Agreement unless changed by mutual agreement pursuant to the Local Implementation Procedure set forth below.”

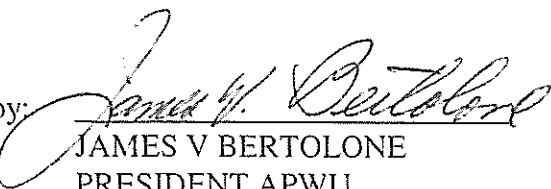
This Memorandum of Understanding is entered on **October 5, 2016** at Rochester NY between the representative of the United States Postal Service and the designated agent of the American Postal Workers Union, pursuant to the Local Implementation Provision of the **2015-2018** National Agreement. It is mutually agreed that any item submitted to impasse, will be handled in accordance with the National Agreement.

IN WITNESS WHEREOF:

UNITED STATES POSTAL SERVICE

by:   
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**KEVIN DYSON**  
MANAGER, MAINTENANCE  
NW PROCESSING AND DISTRIBUTION CENTER  
ROCHESTER NY 14606

AMERICAN POSTAL WORKERS UNION, AFL-CIO, MAINTENANCE CRAFT

by:   
\_\_\_\_\_  
**JAMES V BERTOLONE**  
PRESIDENT APWU  
ROCHESTER NY 14692