



LYONS NEW YORK 14489

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. Full time regular clerks work week shall consist of five (5) days with fixed days off. Saturday shall be designated as the day off for the senior clerk.
2. All **employees** will be allowed reasonable wash-up time before lunch and/or end of tour.
3. Every effort shall be made so that no employee has more than a two hour lunch period or has their work hours spread over a ten hour period unless overtime is being assigned. No employee will have more than one lunch period or break in service in one day.
4. All clerical employees will be given a break after 3 hours of work. Past practice on breaks will be continued.
5. Management shall make every effort to notify employees one hour in advance of overtime (required or voluntary), except in emergency situations.
6. 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 overtime, employees will be notified as soon as possible.

### Article 10 – Leave

1. The choice vacation period shall be from May 1st to September 30th.
2. Employees will be notified to submit vacation requests on January 2nd to be turned in no later than January 15th. Approved vacation time will be posted for all employees by January 31st. Any clerk who fails to submit within the allotted time, will be put in rotation following the last clerk in accordance to seniority.
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 days of annual leave.
4. A minimum of 15% (never less than one craft employee) will be granted annual leave during one time period.

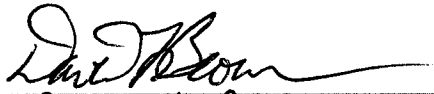
MEMORANDUM OF UNDERSTANDING

"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."

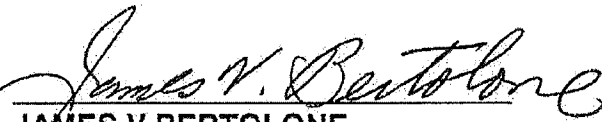
This Memorandum of Understanding is entered on **November 2016**, at Lyons, New York between the representative of the United States Postal Service and the designated agent of the APWU, pursuant to the Local Implementation Provision of the **2015-2018** National Agreement. It is mutually agreed, that any item submitted to impasse, decided upon favorable for the APWU, shall be made part of this agreement.

IN WITNESS WHEREOF:

UNITED STATES POSTAL SERVICE

By:   
\_\_\_\_\_  
David F. Brown  
POSTMASTER  
LYONS, NY 14489

AMERICAN POSTAL WORKERS UNION, AFL-CIO, CLERK CRAFT

By:   
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JAMES V BERTOLONE  
PRESIDENT, APWU  
ROCHESTER NY 14692