



NEWARK NEW YORK 14513  
RMPO PORT GIBSON

AMERICAN POSTAL WORKERS UNION (APWU)  
CLERK/MAINTENANCE CRAFT

MEMORANDUM OF UNDERSTANDING

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

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MEMORANDUM OF UNDERSTANDING  
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. Every effort shall be made to maintain the present complement of Monday through Friday basic work week and lunch periods. Management will notify the Local Union prior to any change in the schedule work week.
2. An employee's non-scheduled work day may be changed only by mutual consent of management, APWU and employees concerned and change documented in writing.
3. To insure that all clerical employees are afforded an equal opportunity to work overtime, a list shall be posted and maintained. Each clerk shall be listed by seniority indicating the date and overtime worked. Any employee who is called and afforded overtime and refuses, it shall be considered as overtime opportunity offered and forfeits this turn and shall wait the completion of the cycle before being offered overtime again.
4. A reasonable amount of wash-up time will be granted before lunch and end of tour if needed.
5. When it is deemed necessary by management to require any full time employee to report on their non-scheduled day, the employee shall be notified as soon as possible.
6. Ten (10) minute breaks will be given to clerks before and after lunch consistent with the needs of the service. PTF **and/or PSE** clerks scheduled for four (4) hours will receive one break. PTF **and/or PSE** clerks scheduled for six (6) hours will receive a second break or lunch.
7. 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 February 1 through November 30.

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### Article 10 – Leave

2. Vacation during the choice vacation period will be granted on the basis of fifteen percent (15%) of the craft employees on a seniority basis.
3. Employees who earn thirteen (13) days annual leave per year shall be granted up to ten (10) days of continuous annual leave during the choice period. The number of days of annual leave not to exceed ten (10) shall be at the option of the employee.
4. Employees who earn twenty (20) to twenty six (26) days of annual leave per year shall be granted up to fifteen (15) days of continuous annual leave during the choice period. The number of days of annual leave, not to exceed fifteen (15), shall be at the option of the employee.
5. An employee may, at his option, request two selections during the choice period in units of five (5) or ten (10) working days. The total shall not exceed the ten (10) or fifteen (15) days as described in the National Agreement.
6. Request for additional weeks of annual leave, changes or forfeitures, must be submitted by letter to the Installation Head for his consideration at least fourteen (14) days prior to subject period. These weeks will then be offered by seniority.
7. Vacation bids shall be submitted in writing from January 1st through the 30th. Vacations shall be granted by seniority. Failure to submit vacation choices by January 30th will result in choices in the open weeks only. The finished vacation schedule shall be posted by February 15th. Any employee not present or not bidding at this time, must submit his bid by mail by the end of the above acceptance dates.
8. From February 15th to March 1st, employees who were unable to get a week leave in July or August may submit form 3971 for a weeks vacation in July or August. Based on the needs of the service every effort will be made to approve this leave.
9. Vacation shall start on Monday of the bid week.
10. Any clerical employee who exhaust his annual leave before his or her scheduled vacation period shall have that schedule vacation declared null and void. However, under extenuating circumstances and in accordance with the provisions of the Employee Labor Relations Manual, the employee may submit a request to the Installation Head for LWOP covering the same period.
11. Under no circumstances must Sick Leave Balance alone be deemed sufficient cause to place an employee on restricted sick leave. The full procedure as outlined in the Employee and Labor Relations Manual must be followed.
12. Maternity/Paternity leave shall not be charged to the choice vacation period and shall not cause the clerical employees scheduled vacation to be canceled.

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### Article 11 – Holidays

The following Holiday Pecking Order is established:

1. **Part-time Flexibles**
2. **Volunteers, Full-time and NTFT employees by seniority whose regular schedule includes that day.**
3. **All PSE's**
4. **Volunteers, Full-time and NTFT employees by seniority whose regular schedule does not include that day.**
5. **Non-volunteers, Full and NTFT employees, by juniority**
  - A. **Whose regular schedule does not include that day.**
  - B. **Whose regular schedule includes that day.**

### Article 13 - Assignment of ILL and Injured

Management and Union shall in all questionable cases, discuss specific types of light duty for specific injuries or ailments, to take care of changing conditions, and also to point out instances of light duty assignments which no longer seem valid.

### Article 37 - Clerk Craft Provisions

1. When a vacant job is posted and the job description has been basically changed, consultation will take place.
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.
3. 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.

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Article 37 - Clerk Craft Provisions

4. All assignments for the full time employees will be made consistent with seniority on a daily basis within the employees duty assignment from those available. However, in order to gain or maintain skills for training purposes, both full time and part time flexibles will be given an opportunity to be assigned duties within their craft job descriptions. When requested by the clerks, such training will be given based on the needs of the service.

"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 Newark, 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: Robert J. Heseltine 1/5/2017



POSTMASTER  
NEWARK, NY 14424

AMERICAN POSTAL WORKERS UNION, AFL-CIO, CLERK CRAFT

By: James V. Bertolone  
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