



VICTOR NEW YORK 14564
RMPO FISHERS

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 Sectional Center 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. All employees scheduled to work the window will report prior to clocking on or off in proper uniform.
2. Management shall make a reasonable effort to notify employees one (1) hour in advance of the time required for overtime.
3. All clerks will be granted five (5) minute wash-up before lunch and prior to end tour.
4. **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.**

Article 10 – Leave

1. Vacations will start on the first day of the basic work week, unless the employee, his/her representative and the immediate supervisor otherwise agree.
2. Vacations in the choice period will be granted on the basis of a minimum of fifteen percent 15% of the clerk craft employees on a seniority basis. For the purposes of this section, when the allowable percentage results in 50% or greater, this will allow an additional employee off.
3. The choice vacation period shall commence on the last week of May and last until the first week of September and include the week of Thanksgiving.
4. Employees at their option may request two (2) choices of annual leave in prime time in units of five (5) and five (5), five (5) and ten (10), or one choice of fifteen (15) continuous days. Employees bidding five and five, two non-consecutive weeks will be allowed a third choice of five to give them fifteen days in the choice after all other employees have made their two selections. Seniority shall be the determining factor in issuance of vacation leave.

MEMORANDUM OF UNDERSTANDING

Article 10 – Leave

5. Bidding for the choice and non-choice vacation periods will commence on the second Saturday of December with the vacation schedules posted by December 30th. Any leave requests not bid in December will be acted on within 14 days of submission or the leave will be automatically approved. Such requests will be at management's discretion and will be granted when possible.
6. Any request for annual leave other than the choice period shall be granted up to ten percent (10%) of the clerical complement. Such request will be bid at the same time as the choice vacation period. For the purpose of this section, when the allowable percentage results in a fraction of .75 or greater, this will permit an additional employee off.
7. Any request for annual leave other than choice vacation period shall be granted on a first come, first served basis. Form #3971 will be prepared in triplicate and presented. Such requests must be submitted to management for consideration no sooner than thirty days in advance, and will be granted at management discretion whenever possible.

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.**

MEMORANDUM OF UNDERSTANDING

Article 37 - Clerk Craft Provisions

1. All employees within the Clerk Craft will participate in good housekeeping, eg: Each individual employee is responsible for removing debris from their work area, placing empty cans in proper receptacles, etc.

"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 Victor, 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.

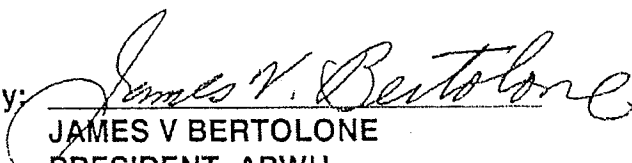
IN WITNESS WHEREOF:

UNITED STATES POSTAL SERVICE

By:  _____

POSTMASTER
VICTOR, NY 14564

AMERICAN POSTAL WORKERS UNION, AFL-CIO, CLERK CRAFT

By:  _____
JAMES V BERTOLONE
PRESIDENT, APWU
ROCHESTER NY 14692