

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding, entered into on Oct. 10, 1973 at the Little Ferry, NJ Post Office, between the designated agents of the union signatory to the National Agreement National Association of Letter Carriers, AFL-CIO pursuant to local implementation provision of the 1973 National Agreement. This memorandum of understanding constitutes the entire agreement on matters relating to local conditions of employment.

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**ARTICLE I**

**Local Memorandum of Understanding and Recognition**

**Section 1:** The parties agree that the articles below are to be administered in accordance with the provisions of the National Working Agreement of July 20, 1973.

Article II	- Non-Discrimination
Article III	- Management Rights
Article IV	- Technological and Mechanization Changes
Article V	- Prohibition of Unilateral Action
Article VI	- No Layoffs or Reduction in Force
Article IX	- Salary and Wages
Article XV	- Grievance Procedure
Article XVI	- Disciplinary Procedure
Article XVII	- Representation
Article XVIII	- No Strike
Article XIX	- Handbooks and Manuals
Article XXI	- Benefit Plans
Article XXII	- Bulletin Boards
Article XXIII	- Rights of Union Officials to Enter Postal Installations
Article XXIV	- Employees on Leave with Regard to Union Business
Article XXV	- Higher Level Assignments
Article XXVI	- Uniforms and Work Clothes
Article XXVII	- Employee Claims
Article XXVIII	- Employer Claims
Article XXIX	- Limitation on Revocation of SF-46
Article XXXI	- Union – Management Cooperation
Article XXXIII	- Promotions
Article XXXIV	- Work and / or Time Standards
Article XXXV	- Alcoholic and Drug Recovery Programs
Article XXXVI	- Credit Unions and Travel

**Section 2:** The agreements reached herein through negotiations between Management and Branch No. 425 are entered into to supplement the nationally negotiated Working Agreement of July 20, 1973 and constitute a Memorandum of Understanding between Little Ferry, NJ Post Office (herein called Management or Employer) and the following labor organization (herein called Union or Branch 425) on local personnel policies and practices and local terms and conditions of employment:

**National Association of Letter Carriers, AFL-CIO Branch 425**

## **ARTICLE II**

### Hours of Work and Overtime

**Section 1:** In the Letter carrier craft “Overtime Desired” lists provided for in Article VIII of the National Agreement shall be by Section.

**Section 2:** In the Little Ferry Post Office all regular carriers will be on a rotating work schedule.

## **ARTICLE III**

### Posting

When a letter carrier route or full-time duty assignment, other than the letter carrier route(s) or full-time duty assignment(s) of the junior employee(s), is abolished at a delivery unit as a result of, but not limited to, route adjustments, highways, housing projects, all routes and full-time duty assignments at that unit shall be posted for bid in accordance with the posting procedure in this Article

## **ARTICLE IV**

### Leave

**Section 1:** Assignment of vacation period shall be by installation seniority and shall be completed by March 1. Vacation outside the choice period shall be granted on a first request basis except when two employees request the same period at the same time. It shall then be decided by seniority.

**Section 2:** All vacations will start on Monday and end on Saturday.

**Section 3:** Employees may at their option request two (2) selections during the choice period.

**Section 4:** The number of carriers granted annual leave weekly during the choice period shall be determined by the maximum number of weeks necessary to grant each letter carrier leave he is eligible for during the choice period in accordance with the annual leave provisions agreed upon at the national level.

**Section 5:** The date of the beginning of the new leave year shall be posted on the bulletin board by Nov. 1.

**Section 6:** Annual leave requested prior to the determination of the choice vacation schedule to attend union activities shall be considered that employee’s choice vacation leave pick.

**Section 7:** The Choice vacation period shall be between Memorial Day and September 30 each year.

**ARTICLE V**

Safety and Health

The curtailment or termination of Postal Operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions shall be at the judgment of Management after consultation with the carrier steward.

**ARTICLE VI**

Parking

The assignment of employee parking spaces will be left open to negotiation pending the building of a new installation.

**ARTICLE VII**

Assignment of Ill and Injured Employees

**Section 1:** When a letter carrier requests an assignment of light duty and is eligible in accordance with National Agreement, Management shall put the employee on light duty within the maximum of one (1) work week of written request.

**Section 2:** Within the letter carrier craft light duty assignments shall consist of but not limited to the following:

- a) Marking up forwards
- b) Labeling cases
- c) Rewriting and repairing carrier route books
- d) Normal carrier duties which the ill or injured employee may be able to perform.

**Section 3:** There shall be only one (1) light duty assignment on a part time basis.

This Memorandum of Understanding constitutes agreement between the Little Ferry unit Branch 425 of the National Association of Letter Carriers and the Management of the United States Postal Service at Little Ferry, NJ 07643 pursuant to the terms of Article XXX.

Signature on file\*

For Management

Signature on file\*

For the Union

\* Current agreement last signed November 18, 1984