

**Memorandum of Understanding**  
**Between**  
**The Ridgefield Park Post Office**  
**And**  
**The National Association of Letter Carriers**  
**Branch #3540**

## **Ridgefield Park LMOU**

### Item 1. WASH-UP

Carriers shall be allowed five- (5) minutes wash-up time prior to leaving the office in the morning and five (5) minutes prior to the carriers end of tour of duty.

### Item 2. THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE (5) DAYS WITH EITHER FIXED OR ROTATING DAYS OFF

All full-time regular letter carriers will have a rotating day-off schedule.

### Item 3. GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS.

The total concern for the safety of the employee will receive first consideration in the event of emergency conditions. The guidelines set forth by the USPS, the advice of civil authorities, the severity of a particular emergency and factors surrounding the emergency happening will determine the action to be taken at that time.

Emergency conditions such as:

- Hurricanes
- Bomb threats
- Snow and ice storms
- Civil disorders or natural disasters which are deemed to be hazardous.

### Item 4. FORMULATION OF LOCAL LEAVE POLICY

- A. Application for Annual Leave must be submitted by February 15 through March 15, approval or disapproval will be made by March 17. All carriers should be prepared to make their picks by February 15. All 3971's must be completed and submitted by March 15.
- B. All cancelled vacations shall be put up for bid upon written notification of cancellation. Employees who have not already had vacation during the choice period shall have first choice in accordance with seniority. If vacation periods are still vacant, then all employees shall be allowed to bid on a strict seniority basis. Notice of cancellations must be submitted one (1) week prior to vacation period.
- C. After the submission of applications for Annual Leave during the choice vacation period have been completed, carriers at their option may submit applications for any remaining open periods during the Choice Period.
- D. Requests for Annual Leave outside the choice vacation period may begin after the submission of applications for annual leave during the choice vacation period have been completed.

### Item 5. THE DURATION OF THE CHOICE VACATION PERIOD

Choice Vacation Period shall be from the first full week of May to the second full week of September.

Item 6. DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD

Vacation shall start on Monday and end on Saturday.

Item 7. WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS.

Letter carriers at their option shall be granted two (2) selections during the choice period in units of 5 or 10 days. Selections shall be first and second choice.

Item 8. WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL AND STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD

A letter carrier attending a state or national convention or on Jury duty, during the choice vacation period, shall not be counted in the number of individuals schedule during that period.

Item 9. DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE ANNUAL LEAVE DURING THE CHOICE VACATION PERIOD.

The number of carriers to be granted Annual Leave the first week of May through the second week of June will be two- (2). The number of carriers to be granted Annual Leave the third week of June through the last week of August will be three- (3). The number of carriers to be granted Annual Leave for the first and second week of September will be two- (2).

Item 10. THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEES.

Each carrier craft employee will submit, following final selection of his / her choice vacation period (s), Form 3971 in duplicate, filling in all applicable items. A copy, signed by the responsible supervisor, will be returned to each carrier craft employee.

Item 11. DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

Requests for Annual Leave outside the choice vacation period may begin after the submission of applications for annual leave during the choice vacation period have been completed.

Item 12. THE PROCEDURE FOR THE SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN CHOICE VACATION PERIODS

Requests for annual leave outside the choice vacation period may begin after the submission of applications for annual leave during the choice vacation have been completed. This Annual Leave will be granted to two- (2) carriers per day. Leave will be granted on a first come, first served basis to the senior carrier.

Item 13. THE METHOD FOR SELECTING EMPLOYEES TO WORK ON A HOLIDAY

1. All casual and part-time flexible employees to the maximum extent possible, even if the payment of overtime is required.
2. All full-time and part-time regular employees who possess the necessary skills and have volunteered to work on their holiday or their designated holiday --- by seniority.
3. Transitional employees.
4. All full-time and part-time regular employees who possess the necessary skills and have volunteered to work on their non-scheduled day --- by seniority.
5. Full-time regulars who **do not** volunteer on what would otherwise be their non-scheduled day ---by inverse seniority.
6. Full-time regulars who **do not** volunteer on what would otherwise be their holiday or designated holiday --- by inverse seniority.

Item 14. WHETHER “OVERTIME DESIRED” LISTS IN ARTICLE 8 SHALL BE BY SECTION AND / OR TOUR

The “Overtime Desired” List will be posted by craft.

Item 15. THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENTS

The Postmaster shall make every effort to employ letter carriers in their own station or branch for light duty assignments.

Item 16. THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED

Mgt. Agrees to put all incapacitated letter carriers on light duty when it is determined that they are eligible as outlined in Article XIII B-1 of the 1975 National Agreement.

Item 17. THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE

Light duty assignments within the carrier craft are as follows, labeling cases, rewriting removal books, collections, repairing carrier route books, performing service on auxiliary route which the ill or injured employee may be able to perform, normal carrier duties that the ill or injured employee may be able to perform and answering patron complaints, if the above work is available.

Item 18. THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF THE SECTION

For the purpose of reassignment within an installation of employees excess to the needs of a section "Section" shall be defined as:

1. Letter Carriers
2. Clerks

Item 19. THE ASSIGNMENT OF EMPLOYEE PARKING SPACES

Item 20. THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN.

Leave for Union Business: A carrier requesting leave for Union business shall be granted. Annual leave to attend Union activities requested prior to determination of the choice vacation Period or scheduled prior to the choice vacation period is not to be considered part of the choice Plan.

Item 21. THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT

1. In the event a regular assigned carrier is requested to work on his non-scheduled work day, he shall be assigned to work on his own route, a utility carrier PS-5 who works on his non-work day shall be used to perform carrier work in his string of five (5) routes.
2. The supervisor shall notify the carrier prior to strapping out the mail whether auxiliary assistance or overtime is approved or whether mail shall be curtailed. When auxiliary assistance is granted to a letter carrier, it shall be granted on the street rather than in the office.

3. No letter carrier shall deliver mail where dogs or other animals are running free to interfere with delivery.
4. Winter apparel shall be worn from November 1 through March 31.

Item 22. LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING

1. Article XLI Sec. 3, line O : When a 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 the unit shall be posted for bid in accordance with the posting procedures in this article.
2. Article XLI Posting : Supervisor will notify Shop Steward of all posted notices pertaining to Carrier work or craft.
  - A. All vacant or newly established routes or tours to be posted for a period of not less than five (5) days.
  - B. The successful bidder must be assigned within ten (10) days after the closing date of bids, unless on leave, except during the month of December in which he shall be placed in the new assignment the first week of January
  - C. Posting for the purpose of bidding for duty assignments, vacations etc in the carrier craft shall be installation wide, which is defined as: Main Post office, or any substations, parcel post carriers and carriers performing collections.
  - D. In instances where several carrier assignments are posted a letter carrier may bid on as many assignments as are posted stating: first choice, second choice, third choice, etc.
  - E. The successful bidder shall **NOT** have retreat rights to his prior assignment.

This Memorandum of understanding is entered into on \_\_\_\_\_, at Ridgefield Park, NJ 07660, between the representatives of the United States Postal Service, and the designated agent of the NALC, Branch 3540, Pursuant to the Local Implementation Provision of the 1998-2001 National Agreement:

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for the United States Postal Service

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for the NALC