

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING is entered into on May 27, 2021

At Glenwood Springs Co 81601, Between be representative of the US Postal Service and the designated agent(s) of the Union signatory to the NATIONAL AGREEMENT, National Association of Letter Carriers, Branch 913, pursuant to the Local Implementation Provision of the 2019 NATIONAL AGREEMENT. This MEMORANDUM OF UNDERSTANDING plus those items. If any from this office which are resolved per the agreed upon arbitration procedure, constitute the entire agreement on matters relating to local conditions of employment.

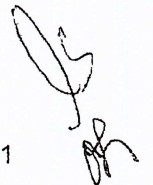
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ITEM 1

AGREEMENT

The parties of the MEMORANDUM OF UNDERSTANDING agree to abide by the terms of the
2019-2023 NATIONAL AGREEMENT for the term of the NATIONAL AGREEMENT.

ITEM 2
HOURS OF WORK

Section 1.

In the event a full-time regular carrier is called in to work on a non-scheduled day, he/she shall work their full-time duty assignment provided there is a vacant route on the string to which the (T-6, PTF) may be assigned. A PTF working an opt may be bumped by the regular carrier or T-6 to be assigned where needed. Otherwise the carrier working on a non-scheduled day will be assigned where needed.

Section 2.

The current scheduling of full-time carriers' non-scheduled days will continue.

Section 3.

Mutual trades of days off on a temporary basis may be arranged between carriers, with the permission of the immediate supervisor.


Section 4.

It has been and will continue to be the policy of the Glenwood Springs Office to allow any employee who becomes dirty during the line of duty reasonable wash-up time.

ITEM 3

LEAVE AND VACATION PLANNING

Section 1.

- A. During the choice vacation planning period, a minimum of (1) one employee from the carrier craft will be granted annual leave. Choice vacation planning period will be the entire year with the exception of the week after Thanksgiving through Christmas Day.
- B. The vacation period shall start on Sunday of any week and continue through Saturday of the week ending the leave period, excepting the week following Christmas Day.
- C. Employees taking the week between Christmas Day and New Years will not be eligible for this period again for two years; unless, the junior members do not wish to apply for such, or the seniority roster has been completed.
- D. During the non-choice vacation period, the immediate supervisor may approve requests for annual leave at his/her discretion. 
- E. By November 1, the Union Designee and Management will review the total number of employees in the craft to determine whether an additional position will be posted for the vacation period.
- F. Leave granted to delegates of the State and National Conventions and training seminars shall not be charged to the delegates choice leave selection.

ITEM 3 (CONTINUED)

LEAVE AND VACATION PLANNING

Section 2.

- A. All annual leave shall be assigned on a seniority basis.
- B. Management will pass out Annual leave bid form to the entire craft on two separate occasions, for first and second choices. If ~~form~~ Annual leave bid form is not received by management within 48 hours after the carrier received it , the carrier's annual leave choice for that turn will not be granted, unless there are extenuating circumstances satisfactory to management and the Union Designee. All leave selections shall be complete by January 1.
- C. Each letter carrier will be granted two (2) selections at his/her option during the choice vacation period as outlined in Article 10, Section 3 of the NATIONAL AGREEMENT.
- D. Part-time flexible carriers shall be allowed to bid their annual leave in advance with reasonable expectation that they will have enough leave accumulated. Part-time flexible carriers understand that when their leave period arrives, only as much leave has been built up shall be approved.
- E. The days of the State Convention shall be reserved. Hours not utilized by State Convention Delegates will be available for occasional leave.

ITEM 3 (CONTINUED)

Section 3.

- A. Carriers will not be allowed to give up their annual leave after it has been assigned, unless request to cancel said leave is submitted at least (14) days prior to the scheduled annual leave. Requests will be reviewed by the President of Branch 913 or designee and Management with recommendations made.
- B. If a carrier is granted permission to give up his annual leave, all carriers junior to the one giving up the leave and hence forth through the seniority roster and back around to the vacating employee, will be entitled to bid for the vacated leave in increments of (40) forty hours. The leave will be granted on a seniority basis, provided he/she has leave in reserve to cover this and prior commitments.

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ITEM 4

HOLIDAY SCHEDULING

The parties agree to abide by ARTICLE XI of the NATIONAL AGREEMENT with the understanding that carriers on annual leave will be excused to the maximum extent possible from HOLIDAY scheduled work. They will be scheduled in the following order.

1. Part-time flexible carriers and CCA's
2. Full-time regular carriers who volunteer to work on their non-scheduled day -- by Seniority
3. Full-time regular carriers who volunteer to work on their holiday or day designated as a holiday -- by seniority
4. Full-time regular carriers who did not volunteer on what would otherwise be their non-scheduled day -- by juniority
5. All other non-volunteer full-time regular carriers -- by juniority

ITEM 5
POSTING

Section 1.

BIDDING FOR VACANT ASSIGNMENTS

- A. In bidding for vacant assignments, vacancies shall be posted for (5) five consecutive days, unless changed by mutual agreement through consultation between the Union and Management.
- B. Letter carriers applying for assignment shall submit a bid in the automatic bid process. An Officer of Branch 913 or designee will be present at the opening of all bids.
- C. In the instances where several assignments are posted, a letter carrier may bid for as many assignments as are posted, stating his/her preferences in the following manner; First Choice, Second Choice, Third Choice etc.

Section 2.

AWARDING BIDS

- A. Within (10) ten days after the closing date of the posting, Management shall post notice indicating the successful bidder, seniority date and number.
- B. Except during the month of December, the vacant assignment shall be filled within (15) fifteen days of the award in accordance with Article 41, Section 1.C 1,2,3, and 4 of the NATIONAL AGREEMENT.

ITEM 5 (CONTINUED)

- C. The successful bidder shall work the duty assignment as posted. Unanticipated circumstances may require a temporary change in assignment. The same rule shall apply to T-6 and Utility Assignments.

Section 3.

Reposting Routes

When through a route adjustment or increase in deliveries, a route is changed by (50%) of street time, as of the most recent street inspection, and results in the establishment of another Full-time route, the incumbent carrier shall have the option as to which route he keeps and the other route shall be posted for bid.

ITEM 6

REPRESENTATION

Section 1.

A copy of letters, postal notices, or communications issued by the employer to employees relating to policy matters which affect the employees of the Letter Carrier Craft shall be furnished to the President of Branch 913 or designee prior to or at the time of issuance.

Section 2.

LABOR MANAGEMENT MEETINGS

A labor management meeting may be held at the request of either party, by mutual consent.

ITEM 7

CARRIER MISCELLANEOUS PROVISION

Section 1.

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, highway, housing projects, all routes and full-time duty assignment(s) at that unit held by letter carriers who are junior to the carrier(s) whose route(s) or full-time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this Article.

ITEM 8

OVERTIME DESIRED LISTS

Regular carriers desiring to work overtime shall place their names on either the "Overtime Desired" list or the "Work Assignment" list during the two (2) weeks prior to the start of the calendar quarter, and their name shall remain on the list until such time as they remove their name from the list in writing.

1. Carriers on the OTDL can make a "step down" to the Work Assignment List or they can remove their name from either list at anytime.
2. Employees may NOT move up from the "Work Assignment" list to the OTDL.



ITEM 9

UNIFORMS

The appropriate uniforms per the ELM will be worn by all carriers receiving an allowance.

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ITEM 10

CURTAILMENT OF OPERATIONS

Guidelines for the curtailment of termination of postal operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions:

1. In the event of an emergency officially declared by a federal, state or local authority because of any extreme environmental condition, management officials will determine the severity of the condition as it affects postal employees and will decide the necessity of granting administrative leave as outlined in the ELM.
2. Off-duty employees are advised to call the USPS National Emergency Notification Hotline for Postal Employees at 1-888-363-7462.
3. Each unit supervisor will attempt to reach all employees in their unit.

IN WITNESS WHEREOF:

U.S. POSTAL SERVICE


NALC, BRANCH 913

A handwritten signature in cursive script, reading "Adele Lujan", written over a horizontal line.

ADELE LUJAN

Postmaster

Glenwood Springs, CO 81601

A handwritten signature in cursive script, reading "Lisa Schleich", written over a horizontal line.

LISA SCHLEICH

President, Branch 913

Grand Junction, CO 81502