

MEMORANDUM OF  
UNDERSTANDING

between

BOUNTIFUL POST OFFICE

AND

SALT LAKE CITY AREA LOCAL #6  
AMERICAN POSTAL WORKERS UNION

**APWU**

Supplement to 2010-2015 National Agreement

Booklets  
Proudly Prepared  
By Members  
Of The  
Salt Lake City Area Local 6



# **2010-2015 Local Memorandum of Understanding Bountiful, UTAH Office**

## **ARTICLE I: ROTATING DAYS OFF & WORK SCHEDULES**

SECTION 1: In the clerk craft the regular workweek shall continue with rotating and/or fixed days off.

SECTION 2: The Bountiful Post Office shall have 4 Full-time Flexible clerks (5 days 8 hrs per day). The schedules may change week-to-week without out of schedule obligations, subject to a Wednesday of the week prior notification.

## **ARTICLE II: CURTAILMENT OF POSTAL OPERATIONS**

SECTION 1: The decision for curtailment or termination of postal operations to conform to the orders of Local authorities, or as Local conditions warrant because of emergency conditions, shall be made by the installation head. When the decision has been reached to curtail postal operations, to the extent possible, management will notify and seek cooperation

of local radio and television stations to inform employees.

### ARTICLE III: LEAVE

SECTION 1: All leave shall be administered in a fair, reasonable, and equitable manner.

SECTION 2: Advance leave commitments shall be honored even if the payment of overtime becomes necessary because of unforeseen needs of the service.

SECTION 3: The maximum number off during the leave year will be 12 percent of the clerk workforce. During the designated 4 weeks of December the number allowed off shall be 1 less than the number allowed off during the rest of the leave year. A rounding rule of .50 or more will be rounded up and .49 or less will be rounded down.

SECTION 4: The choice vacation period shall be from the first full week in May through the last week in November.

SECTION 5: The career clerks shall have the exclusive right to establish a calendar for vacation leave purposes for all career employees in the clerk craft using the following guidelines. Selection of choice vacation period shall be by seniority on the current craft roster for all first, second, and third selections. Vacation calendars will be circulated starting November 1 and shall be finalized by December 15.

SECTION 6: The beginning day of an employee's vacation period in the clerk craft shall begin on Sunday at 12:01 a.m. and run through Saturday midnight of the selected weeks(s).

SECTION 7: On an employee's first selection, he/she may request and be granted vacation leave in units of five, ten, or fifteen continuous working days. The second selection shall be made after each employee in the clerk craft has had an opportunity to select his/her first choice for leave in order of the current clerk seniority roster. Third choice may be in less than 5 day increments, but any time signed for constitutes the entire third choice. No one clerk may sign for more than 3 weeks in choice time during the passing of the vacation roster.

SECTION 8: All leave appearing on the vacation roster shall be approved, providing that there are no leave requests that exceed the maximum number of employees permitted off in Section 3 of the article. Leave will be approved by signature of management within five calendar days after the signed, completed vacation roster and the matching completed PS Form 3971. Seniority shall be the deciding factor if two or more requests are received at the same time.

#### ARTICLE IV: LIGHT DUTY ASSIGNMENT

SECTION 1: Management will make every effort for light duty assignments, to aid and assist any regular clerk, who through illness or injury is unable to perform their regular assigned duties. Requests shall be supported by a medical statement from a licensed physician or by a written statement from a licensed chiropractor.

SECTION 2: The number of light duty hours of employment available shall be divided as equitably as possible among the number of employees in the clerk craft able to perform light duty assignments after performing their normal work duties that they are able to perform.

SECTION 3: Light duty assignments will be their normal duties, which they can perform and other duties as assigned by the supervisor. Light duty assignments will vary according to mail volumes, special projects and the nature of the illness or injury of the clerk.

## ARTICLE V: HOLIDAY WORK

SECTION 1: The method used to schedule employees to work on a holiday, or a day designated as their holiday, will be as follows:

- a. Volunteers on their designated holiday by seniority.
- b. Postal Support Employees (PSE)
- c. Volunteers on overtime by seniority.
- d. Non-volunteers on their designated holiday by juniority.
- e. Non-volunteers on overtime by juniority.

SECTION 2: The employer will determine the number and categories of employees needed for holiday work and a schedule shall be posted as of the Tuesday preceding the service week in which the holiday falls.

## ARTICLE VI: PARKING

SECTION 1: Uncovered parking spaces in excess of USPS needs will be available on a first come, first serve basis.

## ARTICLE VII: POSTING REASSIGNMENTS, AND SENIORITY

SECTION 1: Major changes in assignment descriptions shall include:

- a. A change of more than one hour from the time stated in the original bid of tour and section.
- b. Any change which makes the duty assignment substantially different from the job, which the holder of the assignment bid. The determination as to whether proposed changes should be considered as "major" will be the subject of discussion and agreement between management and the APWU president. Such major changes shall be considered as abolishment of the previous assignment and establishment of a new position, unless the bid holder agrees to accept the change and



has been incumbent in the position  
or bid for a period of one year or  
greater from the date of posting.

## ARTICLE VIII: OVERTIME DESIRED LISTS


SECTION 1: Overtime desired lists shall be posted by craft  
and shall include the complete installation.

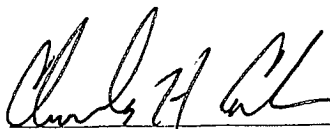
SECTION 2: Upon conversion to regular/career status a  
PSE employee may sign the OTDL within 7  
days of conversion. Employees who were  
PTF/PTR employees and converted on August  
23, 2011 will be afforded the same  
opportunity.

## ARTICLE IX: DURATION

SECTION1: This agreement shall remain in effect and run  
concurrently with the National Agreement  
(currently 2010-2015) and thereafter until  
modified by new Local agreement.

IN WITNESS THEREOF:

 DATE 9/29/11  
Mike Carey, Officer in Charge  
Bountiful Utah Post Office

 DATE 9/29/11  
Charles H. Cash, President  
American Postal Workers Union, AFL-CIO

## Salt Lake City Area Local 6







