

**Memorandum of Understanding
Between**

**National Association
of Letter Carriers
Merged Branch 86,
AFL-CIO**



**And
United States
Postal Service**

Bloomfield, Connecticut 06002-9998

2023 - 2026

Memorandum of Understanding for Local
Implementation of the 2023-2026 National Agreement

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ITEM #1

ADDITIONAL OR LONGER WASH-UP PERIODS

A reasonable amount of wash-up time, with a base minimum of three (3) minutes per day, will be granted to all carriers engaged in dirty work and/or work with toxic materials in addition to incidents of personal need. Such wash-up time shall be part of the carrier's normal work day. The amount and frequency of wash-up time will vary with the circumstances in each individual case.

Carrier's personal time will not be considered as part of the carrier's wash-up time.

ITEM #2

THE ESTABLISHMENT OF REGULAR WORK WEEK OF FIVE (5) DAYS WITH EITHER FIXED OR ROTATING DAYS OFF

All regular letter carriers of the Bloomfield, CT Post Office will have a regular work week of five (5) days with fixed days off.

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

- A. Consideration for termination of postal operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions shall be based upon available information.
- B. Consideration shall be given to “Acts of God” such as storms, fire, floods, community disasters, and physical limitations that jeopardize the safety and health of employees. Situations must be general rather than personal in scope and must prevent groups of employees from working or reporting for work. (As defined in the Employee and Labor Relations Manual, Section 519)
- C. Every effort will be made to disseminate this information utilizing all available media.
- D. Every effort will be made to notify all employees as soon as possible when such weather conditions or disasters/disorders occur.

- E. The President of Merged Branch 86 or his/her designee will be notified of such termination or curtailment of operations. Such a decision to curtail or terminate postal operations will be applicable only to the Bloomfield installation.
- F. In case of emergency “Acts of God”.
Postal Emergency Hotline is
#1-888-363-7462

ITEM #4

FORMULATION OF LOCAL LEAVE PROGRAM

- A. Annual leave will be granted on as liberal a basis as possible consistent with the needs of the service and sound business practices. Annual leave will be granted in accordance with Article 10 of the National Agreement.
- B. Vacation preference will be granted in order of seniority.
- C. Military leave taken during choice vacation period will not be charged to the choice vacation period. Employees on military leave may be granted another period, provided that no other carrier is deprived of his/her first choice.
- D. Letter Carriers, including City Carrier Assistants, will make their first selection for the choice vacation period from
- E. Letter Carriers, including City Carrier Assistants, will make their second selection for the choice vacation period from

- F. See item #10 for notification procedures.
- G. First consideration will be given for granting annual leave for up to two (2) delegates to attend state conventions. The union will submit to the employer the name of the delegates within thirty (30) days prior to the convention date.
- H. Carriers who become ill while on annual leave during the choice period shall be allowed to change the annual leave to sick leave and select another period of time that is equal to the amount of sick leave used.
- I. In the event of death in the immediate family, a carrier on annual leave during the choice period shall be allowed another selection that is vacant.
- J. Reposting of cancellation – all cancellations shall be reposted as soon as the employer is notified of the cancellation. Cancellations will be for lack of annual leave. All other requests for cancellations must be in writing and meet with the approval of the union and the employer.
 - 1. When a vacant vacation week occurs during the choice period as a result of cancellation, that week will be posted to all junior employees and awarded within the installation by seniority.
 - 2. If a cancelled week is not bid, carriers shall have the opportunity to bid in increments of eight (8) hours.

3. No letter carrier will be denied annual leave if the installation's quota for annual leave has not been met, provided 48 hours advance notice is given.
- K. Management shall encourage the use of annual leave for rest and relaxation. Every effort shall be made to allow letter carriers off upon request. No letter carrier shall be refused annual leave solely because it may cause overtime during the course of a service week. No letter carrier shall be refused annual leave because of a shortage of carriers due to the detailing of a letter carrier to a higher lever assignment during the course of a service week.
 - L. No letter carrier will be called into work on his/her non-scheduled work days while on vacation during the choice vacation period.
 - M. Military leave will not be counted as part of a carrier's selections for choice vacation period, nor will it count against the union quota for the choice vacation period.
 - N. In the letter carrier craft, which includes FTR's, PTF's and CCA's, there will be a minimum of 11% allowed off each day with a preference given to periods of five (5) days. No employee will be denied annual leave if the 11% has not been met.

ITEM #5

THE DURATION OF THE CHOICE VACATION PERIOD(S)

The choice vacation period shall be from the fourth Monday in May through the second Saturday in September (16 weeks.)

ITEM #6

THE DETERMINATION OF THE BEGINNING OF AN EMPLOYEES VACATION PERIOD

Vacation during the choice vacation period shall start on Monday 12:01am and end on Sunday at 12:00pm.

ITEM #7

WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO (2) SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS

- A. An employee may, at his/her option, request two (2) selections during the choice vacation period in units of five (5) or ten (10) days during the choice vacation period.
- B. Any selections that are not continuous are considered to be the second selection. No more than two (2) selections will be considered during the choice vacation period.

- C. Seniority will be applied to both selections.
- D. Employees who earn 13 days of annual leave may not exceed 10 days of annual leave during the choice vacation period.
- E. Employees who earn twenty (20) or twenty-six (26) days may not exceed fifteen (15) days of annual leave during the choice vacation period.
- F. The two selections will not result in exceeding the ten (10) or fifteen (15) day limit of annual leave allowed during the choice vacation period.
- G. Once an employee has been notified of the weeks available, he/she will be allowed three (3) scheduled work days to make their selection. If an employee has made no selection at the end of the three (3) scheduled work days, the selection list will be passed on to the next senior employee and the process will continue. Employees not available to make their selection will be notified by the employer, by phone, or by certified mail, and allowed the same amount of time from the date of receipt to respond. If an employee does not respond, the selection list will be passed on to the next senior employee and the process will continue. Employees equal to the number or percentage allotted off during the choice vacation period within the unit will be contacted.

- H. Any employee who has either voluntarily passed up his/her selection or did not make a selection in the time allotted may make a selection only after all employees have been afforded their first opportunity.
- I. Management may make every effort to accommodate carriers' requests for leave during choice vacation period in excess of ten (10) or fifteen (15) days.

ITEM #8

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

- A. Letter carriers on jury duty during the choice vacation period shall be eligible for another period within the choice vacation period.
- B. Jury duty will not be considered as part of the quota of carriers off during the choice vacation period.
- C. Attendance at union functions, state and national conventions or regional assemblies by union officers and duly elected delegates, will not be included in the number of carriers off during the choice period.

ITEM #9

DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD

If requested, there shall be 18.5% of the carriers, which includes FTR's, PTF's and CCA's, off each week during the choice period. When the percentage reaches a half employee, one (1) additional employee will be granted off.

ITEM #10

THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE

- A. Employees will be notified by posting of the first choice selection no later than April 5th. Employees must be notified by posting the final vacation schedule no later than April 28th, or the third Friday in April, whichever is the later. A copy of the annual leave schedule is to be furnished to NALC, Merged Branch 86, by mail simultaneously with the posting of the schedule. A copy of the vacation schedule will be furnished to the steward.

- B. PS form 3971 will be submitted in duplicate by each carrier at time of selection. A copy will be returned to the carrier.

ITEM #11

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

See applicable provisions of National Agreement (Article 10, Section 4, Paragraph A.)

ITEM #12

THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD

- A. For annual leave other than choice period submitted on form 3971 authenticated with postal date and time clock and handed to the supervisor on duty will be granted first come, first served basis. Failure to reply within one working day will automatically result in the approval of the leave requested.

- B. P.S. 3971 for leave requests, should be submitted no earlier than Ninety (90) days in advance.
- C. No letter carrier will be denied annual leave, if the installation's quota for annual leave has not been met, provided 48 hours advance notice is given, applies within the ninety (90) day window.

ITEM #13

THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY

The following sequence will be followed when scheduling employees to work on a holiday or designated holiday provided that such scheduling produces to work force which meets the operating skill requirements of the holiday or designated holiday:

- A. All part-time flexible employees to the extent possible, regardless of the necessity to pay overtime premiums.
- B. All full time regular employees who volunteer to work either their holiday or their non-scheduled day shall be combined into a single group ranked in seniority order.
- C. All City Carrier Assistant employees. (This language will replace the language which refers to "TE's as this category of employee no longer exists. As in your current LMOU, this language will appear inbetween the provisions for volunteers and non-volunteers.

- D. All full time regular employees who did not volunteer to work their nonscheduled day in inverse seniority order.
- E. All full-time regular employees who did not volunteer to work their holiday in inverse seniority.
- F. If, after the posting period, a need develops for additional or replacement employees, employees shall be selected according to the same order as above.

ITEM #14

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

- A. Employees desiring to work overtime shall place their names on either the “overtime desired” list or the “work assignment” list during the two weeks prior to the start of the calendar quarter, and their names shall remain on the list until such time as they remove their names from the list. Employees may switch from one list to the other during the two weeks prior to the start of the calendar quarter, and the change will be effective beginning that new calendar quarter.
- B. The overtime desired list will be by office.

C. The supervisor will compile two (2) separate recording forms.

1. The “overtime desired list,” will be for those carriers who wish to work on the non scheduled days only and who wish to be considered for any overtime which exists on a daily basis or both.
2. Work assignments list. This list will be for those carriers who wish to work overtime daily on their own route/ assignment on their five normally scheduled work days. Signing up for the work assignment overtime list does not create any entitlement or obligation to work overtime on a non-scheduled day.

D. Each carrier can sign up for either the “overtime desired list” or the “work assignment list”, but not both. The carrier must initial the appropriate list. Carriers will not be considered to be on the overtime desired list unless they have initialed their choice on the overtime desired list.

E. In order to ensure equitable opportunities for overtime for the employees on the overtime desired list, the employer will contact those employees who are on annual leave or sick leave the day prior to their non scheduled work day when overtime is available for those employees. Employees on annual leave the day prior to and the work day after their non scheduled day will not be contacted.

- F. Carriers on the overtime desired list are expected to work the overtime assigned to them. If requested immediately upon reporting for duty, carriers may request to be excused from overtime. A notation will be made on the overtime desired list that the carrier was not available. If a carrier is requested to work and refuses the overtime, the supervisor will record the opportunity and hours list as though taken. If the supervisor needs a carrier and there are none on the overtime desired list, he may order a carrier in inverse seniority to take the overtime. A carrier has the right to remove his/her name from the overtime desired list during the quarter in writing to the supervisor. However, the carrier can only place his/her name back on the overtime desired list in accordance with Article VIII, Section 5a of the National Agreement.
- G. If a carrier receives a new nonscheduled day, he/she will carry their accumulated opportunities and hours worked with them to the new non scheduled day listing within the unit.
- H. If the route regular is called in on his/her non scheduled day, the utility carrier (T-6) displaced will be allowed to “bump” any non regular route (reserve carrier, duration assignment carrier) on his/her string of five (5) jumps. If more than one of the utility carriers string of five (5) is covered by non route regulars, the utility carrier (T-6) may exercise his/her preference.

- I. An employee detailed to an acting supervisory position will not perform bargaining unit overtime immediately prior to or immediately after such detail unless all available bargaining unit employees are utilized.

ITEM #15

ASSIGNMENT OF ILL OR INJURED REGULAR OR SUBSTITUTE EMPLOYEES

- A. The method to be used in reserving light duty assignments within the carrier craft will be to place them on the same tour whenever possible and on an as needed basis.
- B. The employer agrees to put up to one (1) incapacitated carrier on light duty assignment within the carrier craft providing work is available.
- C. The installation head will contact local offices for available assignments if no work is available within the installation.

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

- A. Requests for temporary or permanent light duty will be put into writing and submitted to the installation head for approval. The request will be supported by medical proof of illness or injury and, if possible, state the anticipated duration of the convalescence in order to be allowed light duty.
- B. Once approved, the employer will establish positions which will be designated as light duty assignments for letter carriers, in the normal letter carrier tour if practical.
- C. In the event there is no, or insufficient, light duty assignments available in the letter carrier craft, carriers may be assigned to other duties.
- D. The postmaster will make every effort to employ letter carriers in their own office for light duty assignments.

ITEM #17

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

- A. Light duty assignments within the Bloomfield installation for letter carriers may include, but not limited to the following:
1. Casing mail on his/her route will be the first priority
 2. Casing mail on routes assigned by the supervisor
 3. Assisting routes by setting up mail and flats
 4. Coverage of suitable collection routes
 5. Re-writing carriers' route books
 6. Labeling inside of apartment boxes
 7. Training new employees when, if fact, training is done at the station level and only if the injured employee is a certified trainer
 8. Keeping PS forms 3982's up to date when regular carriers are out on extended absences.
 9. Delivering parcel post on overburdened routes when it is medically approved and not in conflict with the physicians' orders
 10. Answering phone calls within the delivery unit.

- B. Management shall explore ways and means with the union to make adjustments in normal assignments to convert them to light duty assignment without seriously affecting the production of the assignments.
- C. If light duty is available in another craft, the president of the craft concerned will be invited to the discussion prior to the assignment when possible.
- D. When a member of another craft will be given light duty within the carrier craft, the President of Merged Branch 86 will be notified prior to the assignment, when possible.

ITEM #18

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

- A. It is agreed that the Bloomfield post office shall be known as an installation.
- B. When a letter carrier route or full time duty assignment, other than the letter carrier routes(s) or full time assignments or 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 assignments at that unit held

by letter carriers who are junior to the carrier(s) whose route(s) of full time duty assignments was abolished shall be posted for bid within the section, using seniority in awarding bids.

ITEM #19

THE ASSIGNMENT OF EMPLOYEE PARKING SPACES

- A. Employee parking will be given every consideration as it pertains to the safety and security of the employees of the Bloomfield post office as per Article XX of the National Agreement.
- B. A joint committee, consisting of members from the NALC and other crafts, will review the existing needs of the property set aside for parking on the grounds of the post office.
- C. The priority of the committee's decision will be uppermost in consideration as it pertains to the parking of government vehicles, star route dispatch trucks and customer parking.
- D. Upon receipt of notification to vacate the present leased parking space, management will exert every possible effort to secure within a reasonable length of time new parking space located not more than approximately one-eighth (1/8) of a mile from the post office.

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

One (1) union officer and/or duly elected delegate will not be included in the number of carriers off during the choice period.

ITEM #21

MISCELLANEOUS ITEMS

- A. The provision(s) of Article 41, Section 3, Paragraph O, shall prevail for the life of this memorandum
- B. A labor management meeting will be held once quarterly, or when requested by either party. The date and time will be mutually agreed to, but no later than two (2) weeks from the date either party receives a request to hold such a meeting.
- C. Wearing of uniforms – On or about November 15th each year, the installation head and the representatives of Merged Branch 86, NALC will meet to discuss the change in seasonal uniform. Also on or about March 15th, the same two

parties will meet to establish the change date for the spring season.

Once the seasonal change has been made, all carriers in the installation will be expected to wear the proper uniform for that particular seasonal period.

ITEM #22

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

All notices of vacancy in assignments shall remain posted for ten (10) days except in the months of June, July, and August during which time notices of vacancies shall remain posted for fifteen (15) days. Exceptions to the above may be made after consultation with the union president. Posting and bidding for duty assignments shall be installation wide.

- A. Route regulars: work on the same established route each day.
- B. Utility carriers (T-6): work on routes covering non scheduled days by bid.
- C.
 - 1. Duration of absence – he/she shall work assignment for its duration (five (5) days or more) of absence.
 - 2. Scheduled absence of less than five (5) days - seniority must be used to the maximum extent possible in scheduling available hours of work for periods of less than five (5)

days in determining preferences for assignments when an individual has already been scheduled for leave.

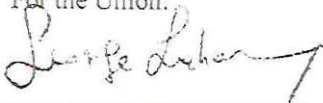
- D. Swapping of bid positions among regulars is not permitted.
- E. Bids must be in the personnel office by the time and date stated on the bid notice. There will be no deviation from this agreement. A union representative must review the bids within five (5) working days prior to the time and date of closing.
- F. Carrier becoming the successful applicant may have a trial period three (3) consecutive working days on the new assignment before he/she accepts or declines the new assignment. A bid for a Carrier Technician assignment will have five (5) days for the trial period. If the successful applicant declines the new bid assignment, he/she will have retreat rights back to their prior assignment. The next successful applicant by seniority will continue the process until the assignment is accepted or has no successful bidder.
- G. No assignments will be reposted unless an error was made in posting.
- H. Seniority shall be the date shown on the official seniority list issued by the personnel section. It is incumbent upon the employer to see that the date is correct.

- I. No carrier shall obtain a position of A or B unless he/she bids for it and they are the senior carrier bidding. In the event there is no bid for a vacancy, and no unassigned regulars exist, the senior PTF carrier will be converted to full-time and be assigned to that vacancy as a permanent assignment until such time they are designated as a successful bidder. This assignment will not be considered as one of the employee's five (5) bids. If the PTF is on a duration, the conversion and assignment will be effective upon completion of the duration assignment.
- J. When the regular route carrier is called in on his/her NS day to work his own route, he bumps the T-6 to one of the other four routes in his string of routes. To enable the T-6 carrier to achieve the essence of his bid assignment, he will be allowed to displace an employee who has opted to cover an assignment under the provisions of Article 41, as long as such route is one of the T-6 carrier's string of routes and if none of the other routes in his string are available.
- K.
 - 1. When the T-6 carrier is called in on his/her NS day they will work a vacant route within their string, if available.
 - 2. If more than one (1) of the T-6 strings is open, the T-6 carrier will select one he/she wants to do.

3. A T-6 carrier called in on his/her NS day can bump a carrier on a duration assignment on one of the T-6's string, provided there is no other assignment available o his/her string.
4. If none of the T-6 carrier's string is available, he/she will be assigned a vacant assignment.

This Local Memorandum of Understanding is entered into on June 23, 2025 at the Bloomfield Post Office between representatives of Branch 86 of the National Association of Letter Carriers and the United States Postal Service. This is effected pursuant to local implementation provision of the 2023 - 2026 National Agreement.

For the Union:



06/23/2025

George G. Laham, President

Date

N.A.L.C. Merged Branch 86, AFL-CIO

Hartford, Connecticut

For the United States Postal Service



06/23/2025

Tim Vergean, OIC

Date

United States Postal Service

Bloomfield, Connecticut 06002-9998

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