

Memorandum of Understanding

Between

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



**And
United States
Postal Service**

Danbury, Connecticut 06810

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. The Postmaster will grant reasonable wash up time

ITEM #2

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

Branch 86 NALC Danbury installation will have a rotating work week.

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. Whenever an emergency condition causes, management will notify Branch 86 what the emergency is.
- B. The Union understands that a recurring situation should not be considered an emergency. For example, Christmas operations, as such, would not be an emergency.

ITEM #4

FORMULATION OF A LOCAL LEAVE PROGRAM

- A. Thanksgiving week and the week after Christmas day (12-26 through 1-1) will be part of the choice vacation.
- B. All applications for prime-time vacations will be overseen by the steward. A list will be circulated as soon as the leave year is announced by the Postal Service.
- C. During the prime-time season, 5- or 6-hour annual leave requests will be granted to the maximum number of carriers per day as allowed under the vacation formula. Requests must be made in person or by phone to the delivery supervisor on the day prior, by 2pm, and will be awarded on a first come first served basis. When 5- or 6-hour vacation is available, management will notify all stations. Requests will be granted on a seniority basis.
- D. All requests for emergency leave will be granted whenever possible.
- E. There will be no mutual swapping of annual leave.
- F. If a vacation week is cancelled, it will be reposted as a block (the way it was bid) as soon as the employer is notified. If the canceled week is not bid, carriers will have the opportunity to bid in increments of eight hours by seniority.
- G. During non-prime time 6% of the carrier work force including CCA's, will be granted annual leave daily, based on the complement as of January 1st of every year.
- H. No minimum sick leave balance shall determine whether an employee's sick leave record is unsatisfactory.

I. Advance notice of sick leave should be by employees. Employees will, if possible, notify a supervisor at least 45 minutes before the scheduled reporting time. Upon recovery , employees should, if possible, notify a supervisor by 3pm of their availability.

J. Annual leave taken under the provisions of the Family and Medical Leave Act will not count as part of a carrier's selections for choice vacation period, nor will it count against the minimum percentage or number of carriers allowed off on annual leave.

ITEM #5

THE DURATION OF THE CHOICE VACATION PERIOD

Prime time will be from the third full week of May through the second full week of October.

ITEM#6

THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD

A week's vacation will be considered as of Monday through Sunday.

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

Employees on their first selection will be allowed to select vacation time in units of 5, 10 or 15 days.

- A) Career employees who earn 13 days of annual leave per year will be allowed to select 10 days during prime time, either in one 10-day continuous unit or two 5 days.
- B) Career employees who earn 20 or 26 days of annual leave per year will be allowed to select 15 days during prime with one unit of 15 days continuous, or one unit of 5 and one unit of 10 days.

ITEM #8

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

Military leave, Jury duty and leave to attend Union Conventions, will not be charged to employees' choice of vacation and will not be charged towards the maximum number allowed off.

ITEM#9

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

During prime time 12% of the carrier force including CCA's will be granted annual leave.

ITEM#10

THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR HIM/HER

- A. Requests for annual leave, properly submitted on a PS 3971, shall be submitted no earlier than 90days in advance of the day requested.
- B. Requests for leave properly submitted on PS 3971 which are denied shall be returned to the carrier within 24 hours.
- C. Requests for leave for the next day must be made the prior day by 2pm and will be granted by seniority. (for example, requests for Tuesday AIL must be made by 2pm on Monday).

ITEM #11

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

No later than November 1st of each year, management shall post a notice on all employee bulletin boards to notify letter carriers of the beginning date of the new leave year.

ITEM #12

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

During non-prime time 6% of the carrier work force including CCA's, will be granted annual leave daily, based on the complement as of January 1st of every year.

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 a work force which meets the operating skill requirements of the holiday or designated holiday.

1. Part-time flexibles shall be assigned on a rotating basis to work the actual Holiday.
2. Management will select carriers for work holidays in the following order:
 - A) All Part-time flexible employees to the maximum extent possible, even if the payment of overtime is required.
 - B) All full-time regular employees who possess the necessary skills and have volunteered to work on their non-scheduled day by seniority.
 - C) All full-time and part-time regular employees who possess the necessary skills and have volunteered to work on their Holiday by seniority.
 - D) City Carrier Assistant employees.
 - E) Full-time regulars who do not volunteer on what would otherwise be their nonscheduled day- by inverse seniority.
 - F) 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

1. Carriers may be excused from working overtime for legitimate reasons.
2. To ensure that each employee is given equal opportunity to work overtime, a chart shall be maintained weekly indicating accumulated overtime and carriers OT option. Any employee who, after being personally contacted is unavailable, shall be credited on the chart with the hours he/she would have worked if available. A copy will be sent weekly to the President and Steward of Branch 86.
3. Swing carriers have the same responsibility as the regular carriers in keeping mail delivered daily on the 5 routes assigned to them. Swing carriers shall extend cooperation to any supervisor for information on routes covered by them but being worked by a substitute employee.
4. In the event a regular carrier is requested to work on his non-scheduled day, he shall be assigned to work his own route if possible. Swing carriers will work a route on his/her own swing if possible or another 8- hour tour he/she knows. Initially the senior man will be called, and the overtime will be kept by management on a rotating equitable basis.
5. The overtime-desired list will be established for the installation, for the purpose of determining equitability an 8-hour variance will be considered equitable.

ITEM #15

THE NUMBER OF LIGHT-DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT-DUTY ASSIGNMENT

- A. The method to be used in reserving Light Duty Assignment 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 incapacitated carriers on light duty assignments within the Carrier craft, within his/her medical restrictions, whenever possible.

ITEM#16

THE METHOD TO BE USED RESERVING LIGHT-DUTY ASSIGNMENTS SO THAT NO REGULAR ASSIGNED NUMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED

As part of the method to be used in reserving light duty assignments so as to minimize the impact of these assignments on the regular work force, you might attempt to negotiate that management will reduce the hours of the non-career workforce in order to reserve a sufficient number of light duty assignments.

- A. Once approved, if practical, the employer will establish positions, consisting of eight (8) hours, which will be designated as light-duty assignments for letter carriers, in the normal letter carrier tour.
- B. In the event there is no or insufficient light-duty assignments available in the letter carrier craft, carriers may be assigned to other duties on tours 1 and/or 2 for additional hours.
- C. The postmaster will make every effort to employ letter carriers in their own station(s) or branch(es) for light-duty assignments.

ITEM #17
THE IDENTIFICATION OF
ASSIGNMENT THAT ARE
TO BE CONSIDERED LIGHT-DUTY
WITHIN EACH CRAFT
REPRESENTED IN THE OFFICE

A. Light Duty Assignments:

Collections	Express Mail
Delivery	Labeling cases
Priority Mail	Parcel Delivery
Casing mail	

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

It is agreed that the Post Office in Danbury and its stations and branches shall be known as an installation.

ITEM #19
THE ASSIGNMENT OF EMPLOYEE
PARKING SPACES

The private use of parking spaces available to letter carriers will be permitted on a first come, first-served basis.

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

Military leave, Jury duty and leave to attend Union conventions, will not be charged to the employee's choice of vacation and will not be charged towards the maximum number allowed off.

ITEM #21

THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS

SAFETY & HEALTH

1. A Joint Labor/Management Safety & Health Committee shall be established as provided for in Article XVI of the National Working Agreement. The President of Branch 86 or designee, shall serve as a Committee member. Branch 86 and the employer endorse and actively supports the rules and regulations for promoting safety and health. Meetings of the Committee shall be held on official time on the second Wednesday of each month. Special meetings of the Safety and Health Committee may be called by either party in emergency situations. If an agenda is not presented, the monthly meeting will be canceled.
2. If any carrier reports a vehicle unsafe, under no circumstances shall any carrier be required to drive an unsafe vehicle until said vehicle is checked out by a mechanic that does work on Postal Vehicles. If the mechanic OK's the vehicle, the supervisor can assign the vehicle to a carrier.
3. Safety meetings shall be held by unit supervisors for all carriers on the job.
4. Vehicles shall be assigned to the same route each day if possible.
5. Periodical fire drills will be held while carriers are in the office.

6. Management recognizes its responsibility in maintaining the safety and well being of each employee. In the event of hazardous conditions, management will, after discussion with the appropriate state and local authorities, make a decision regarding the curtailment of mail delivery. The union will be kept informed during the decision-making process. It is emphasized that Management alone will make the decision regarding the curtailment of mail delivery.

7. If an unsafe condition exists, it is the responsibility of the carrier to notify the immediate supervisor upon returning to the office of the existing condition, which prevented delivery to a delivery point.

Representation, Organization's Rights, Communications

The President and/or designee, including designated Stewards, shall be afforded prompt, proper and due recognition by all supervisory personnel and management officials at all stations and branches and the Main Post Office in Danbury, Connecticut Post Office in carrying out their duties, responsibilities and obligations under this Memorandum of Understanding and the National Working Agreement.

Labor Management Meetings

The parties of this agreement shall meet during the third week of each month at a mutually agreed time and day. The November meeting shall include the Christmas meeting. An additional meeting will be held once each month if required with week's notice given.

Agenda

It is agreed that agenda items for discussion at the Labor/Management Meeting shall be exchanged by the parties to this Agreement at least forty-eight (48) hours before scheduled meeting. Items not placed on such agenda shall be discussed only by mutual consent of the parties. If no agenda is submitted, the meeting will be canceled.

Meetings that fall on a holiday will be scheduled on the day before or after by mutual consent. Branch 86 is entitled to one representative on the clock of its own choosing at Local Labor/Management Meetings; the total number of representatives of the Branch shall be three (3). Minutes of Labor/Management Meetings shall be kept by Management and Verified by Branch 86 and a copy given to Branch 86.

Branch 86 will be consulted prior to the designation of employees to all local committees by the Postmaster and/or staff.

The President of Branch 86 shall designate Letter Carrier members of all committees. Committee meetings shall be held on the clock.

Orientation of New Employees

The Union will be notified in writing in advance of all new hired carriers and/or transfers and will have the opportunity to meet with each carrier on the clock for Union orientation with seven (7) days of their reporting date, at Main Office. The Union will be given designated space in each installation, if possible. The Union will have a locker in each installation for Union Materials.

Inspection of Personnel File

1. A letter carrier shall, upon request, have the right to inspect his/her personnel file. The Branch President, or designee of employee's choice, shall also have the right at any time to inspect a carriers personnel file if accompanied by the carrier making the request, or with written authorization from the carrier.

2. A letter carrier shall be notified in writing when any documents of a disciplinary nature are to be placed in his/her personnel file. Said letter carrier and the Branch President shall also receive a copy of the material referred to in this section.

Christmas Operation Meeting

By December 1st of each year, representatives of Management and of Branch 86 shall meet for the purpose of consulting and preparing a Local Memorandum of Understanding on the Policies to be established in the Local Operation.

Training a New Carrier

1. A new carrier shall be trained on the clock in the proper procedures of his craft.
2. Training will include, but not limited to, the following:
 - a. Layout of carrier's case
 - b. Casing Mail
 - c. Office procedures and street time
 - d. Proper way to deliver mail
 - e. Use of all forms
 - f. His/her duty assignments
 - g. A tour through the installation to show and explain the total operation of handling the mail
 - h. Safety and truck maintenance
3. The training of a new carrier will be conducted by a certified carrier trainer of a foot route, mounted route, Parcel Post route and a collection carrier will conduct the training of a new carrier. The new carrier will accompany the trainer on the street on all types of routes before his training is considered complete, within thirty (30) days of his/her appointment.

Working off the clock

No employee shall be permitted to perform any duties unless he is on official time. No supervisor shall permit any employee to work off the clock.

Rest Breaks

1. Rest breaks shall be the fundamental right of each employee. It is recognized that rest breaks increase the efficiency and productivity of postal employees.
2. Letter carriers shall have two 10 minute rest breaks per day, one in the morning and one in the afternoon.

Lunch Breaks

Where there is no suitable place to eat lunch on the route, a letter carrier shall have the right to travel outside his/her route to an authorized place where accommodations are available. In the event that the authorized lunch accommodations are unavailable, good judgment will dictate the selection of an alternate site. Such travel will be charged to time allocated to the lunch break.

Street Observation

There shall be no street observation of carriers on routes at any time, except in accordance with the M-39.

Uniforms

1. Uniforms, summer and winter may be worn at the discretion of carriers.
2. Wearing a Stewards Badges and Union buttons on uniform in the office is agreeable.

Posting

1. Routes up for bid shall be posted for seven (7) days.
2. Senior carrier who has been awarded bid on the vacancy may, within three (3) working days after having been awarded bid, withdraw his, or her, bid. Former route of carrier who has been awarded bid will be posted immediately should carrier wish to withdraw his/her bid, next highest bidder will be awarded route. All swing routes to remain as established.

3. Carrier must be allowed thirty (30) days on route before inspecting. No additions or deductions of territory until route inspection data has been compiled and shared with local NALC President and regular carrier(s) serving the route(s) that require adjustment (in accordance with Memorandum of Understanding Amending M39 Sec 211.1)

4. Carriers on vacation and sick leave shall be notified of assignments up for bids.

Article 41.3.0

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 assignments 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.

Presence of Representative at the Opening of Bids

1. Postal Form 1717 will be supplied by Management for Route Bidding.
1. A steward or Union representative will be present when bids are opened.

Supplemental Seniority Agreement

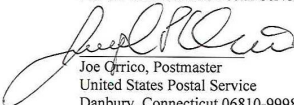
1. An updated roster, listing all carriers in order of seniority in the installation shall be posted every three (3) months.
2. All extended (40) hours or more vacant assignments to which part time regulars on a flexible schedule are assigned, shall be filled on the basis of seniority if qualified. Any full time craft duty assignment of anticipated duration of five (5) days in advance (when possible) to all PTFs unassigned regulars, and reserve regulars; and is to be worked for duration.
3. Where letter carriers starting time is changed more than one hour, the route of that letter carrier will be posted for bid in accordance with the posting procedures of this Agreement.

This Local Memorandum of Understanding is entered into on June 23, 2025 at the Danbury Connecticut 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 the local implementation provisions of the 2023 - 2026 National Agreement.

For the Union:


George G. Laham, President 6.23.2025
N.A.L.C. Merged Branch 86, AFL-CIO Date
Hartford, Connecticut

For the United States Postal Service


Joe Orrico, Postmaster 06/23/2025
United States Postal Service Date
Danbury, Connecticut 06810-9998

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