

**Memorandum of Understanding
Between**

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



**And
United States
Postal Service**

Hartford, Connecticut 06101-9998

2023 - 2026

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

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Item #1

Additional or longer wash-up periods

A reasonable amount of wash-up time will be granted to all carriers engaged in dirty work and/or work with toxic materials. Such wash-up time shall be part of the carriers normal work day. The amount and frequency of wash-up time will vary with the circumstances in each individual case.

Item #2

The establishment of regular work week of five (5) days with either fixed or rotating days off

- A. Letter carriers shall 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. 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 and will be determined by the Installation Head.

- 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).
- C. Every effort will be made to disseminate this information utilizing all available media.
- D. Every effort will be made to notify all units 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, as soon as possible after the decision is made. Such a decision to curtail or terminate Postal operations will be applicable only to those employees affected.

- F. The curtailment or termination of Postal procedures and operations due to any emergency will be made by the Postmaster or his/her designee for each individual situation.

Item # 4

Formulation of local leave program

Consideration of requests for annual leave will be for specific work locations as follows: 06101, 06103, 06105, 06106, 06107, 06108, 06109, 06110, 06111, 06112, 06114, 06117, 06118, 06119 and 06120.

- A. Annual leave (AL) 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. Choice vacation preference will be granted in order of seniority on a work unit basis for work units in effect at the time of bidding. Work units are defined as follows:

06101	06103	06105	06106
06107	06108	06109	06110
06111	06112	06114	06117
06118	06119	06120	

- C. Military leave taken during the choice vacation period will not be charged to the choice vacation period. Employees on military leave may be granted another vacant period.
- D. Applications for choice vacation periods shall be submitted by all career and non-career carriers during the period February 1st to February 15th for the first selection.
- E. Applications for the second selection for choice vacation periods shall be submitted from February 16th through February 28th.
- F. Carriers who become ill while on AL during the choice period shall be allowed to change the AL to SL and select another period of time that is vacant.
- G. Should a death in the immediate family occur while a carrier is on AL, he/she shall be allowed to select another period that is vacant.
- H. Choice AL cancellations will be allowed with the concurrence of the Steward and the Supervisor with at least 10 days advance notice. Cancelled AL will be reposted for bidding among those carrier craft employees junior to the employee who has cancelled his/her AL.

- I. If a cancelled week in the Choice vacation period is not bid, carriers shall have the opportunity to bid in increments of eight (8) hours or less, in accordance with the provisions of Item #12.
- J. Exchanging AL will not be permitted.
- 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 because of another carrier(s) being detailed to a higher level assignment, and the provisions of Item 12 have been met.
- L. No letter carrier will be denied annual leave in hours or days for any unbid choice vacation period subject to Item 12 provisions.
- M. In the letter carrier craft, there will be a minimum of 10 percent allowed off each day with preference given to requests of five (5) days or more. No employee will be denied AL if the 10 percent has not been met, and the provisions of Item 12 have been met. This pertains to non-prime time only.
- N. All city carrier craft employees will be counted for annual leave provisions of this agreement,

Item # 5

The Duration of the choice vacation period(s)

- A. The duration of the vacation period will be as follows: begin on the 1st Monday of the 1st full week in April to the Sunday of the week in which the Labor Day holiday is observed and the week in which the Thanksgiving holiday is observed, and from the Monday of the service week in which Christmas eve falls to the Sunday of the week in which the New Year's Day holiday is observed.

Item # 6

The determination of the beginning day of an employee's vacation period

- A. Vacation during the choice vacation period shall start on a Monday.
- B. Employees may not work during scheduled vacation, inclusive of his/her non-scheduled day.
- C. This creates no additional annual leave entitlement on a Non-scheduled day.

Item # 7

Whether employees at their option may request two 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; however, a second selection will not deprive a junior employee of his/her first selection during choice vacation period.
- D. Employees will be allowed as many additional week selections, by seniority, as long as the employee has enough annual leave on the books to cover the requests.
- E. Employees will initial their selection for both choices. Each unit will maintain on file the initialed selections. Every employee must be given the opportunity, by seniority, to make their selections.

Item # 8

Whether jury duty and attendance at National and State Conventions shall be charged to the choice vacation period

- A. Employees on jury duty will not be charged to the choice vacation period. These employees will be entitled to another choice that is available and will not bump another employee.
- B. No more than four (4) carrier delegates to a national or state convention will be allowed off during choice vacation period. These Employees will not be charged to the choice vacation period.
- C. The Union agrees to provide Management 30 days advance written notice of the names of the aforementioned four (4) Union delegates.

Item # 9

The Determination of the maximum number of employees who shall receive leave each week during the choice vacation period

- A. The maximum number of carriers who shall receive leave each week during April through September of the choice vacation period shall be 16% of the carriers on the rolls as of February 1st of the leave year.

- B. The maximum number of carriers who shall receive leave each week during November and December of the choice vacation period shall be 10% of the carriers on the rolls as of February 1st of the leave year.
- C. In computing the percentage as it relates to actual number(s), a fraction of .5 or above will be rounded up while a fraction of .49 or below will be rounded down.
- D. When vacant weeks occur during the choice vacation period, those weeks will be offered within the respective office and will not be unreasonably denied as long as they are applied for in a timely manner. (See item #12)

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 selections no later than February 16th. Carriers must be notified by posting the final vacation schedule in stations no later than March 10th.
- B. A copy of the AL schedule will be mailed to the Branch 86 office, and furnished to the NALC station representative (Steward).

- C. PS Form 3971 will be submitted in duplicate by each carrier at least one (1) week prior to the effective date of scheduled leave. A copy will be returned to the carrier as soon as possible.

Item # 11

Determination of the date and means of notifying employees of the beginning of the new leave year

As soon as management receives official notification from the Postal Data Center of the beginning of the new leave year, it shall be placed the official bulletin board. This must be no later than November 1st.

Item # 12

The procedures for submission of applications for annual leave during other than choice vacation period

- A. For selections in non-choice periods in increments of five (5) days, the cut-off date for submission shall be 2 weeks prior to the effective date of the beginning of the requested leave.
- B. For annual leave other than for the choice vacation period, employees must submit their request 72 hours in advance of the requested leave, and will receive a decision within 2 workdays. All annual leave requests (P.S. Form 3971) must be handed to a Supervisor.

- C. It is incumbent upon the Supervisor to whom the request was submitted to respond to the carrier within 2 workdays.
- D. All timely requests will be awarded on a first come, first serve basis, with seniority used as a tie breaker for requests received on the same day.

Item # 13

The method of selecting employees to work on a holiday

- 1. The following order will be used for holiday scheduling by zone:
 - A. All Part-Time Flexible employees to the maximum extent possible, regardless if payment of overtime is required.
 - B. Full-time employees who volunteer to work on their holiday or day designated as a holiday by seniority.
 - C. All CCA's employees will be scheduled to the maximum extent possible, regardless if the payment of overtime is required.
 - D. Full-Time employees who volunteer to work on their non-scheduled day by seniority.

- E. Full-Time employees who did not volunteer on what would have otherwise been their non-scheduled day by inverse seniority in a rotating manner.
 - F. Full-Time employees who did not volunteer on what would otherwise have been their holiday or day designated as a holiday by inverse seniority in a rotating manner.
2. The holiday schedule must be posted on official bulletin boards no later than the Tuesday of the service week preceding the holiday.

Item # 14

Whether “Overtime Desired” lists in Article 8 shall be by section and/or tour

- A. The overtime desired will be done by work location.
- B. Supervisor will compile two (2) separate recording forms.
 - 1. The “Overtime Desired List” will be for those carriers who wish to work OT on a daily basis and on his/her non-schedule day. The list will be broken down into two separate categories, ten (10) and twelve (12) hour list. Two weeks prior to the end of the calendar year management will be required to solicit each employee to see whether

they want to be on the OT list and which list they want to be on, the ten (10) or twelve (12) hour list. During the year if an employee wishes to get on the OT list they have to let management know during the two weeks prior to the start of the new quarter.

2. Work assignment list. This list will be for those carriers who wish to work overtime only on their own route/ assignment on their five (5) normally scheduled work days. Signing up for the work assignment overtime does not create any entitlement or obligation to work overtime on a non-scheduled day.

- C. 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(s). Carriers will not be considered to be on the overtime desired list unless they have initialed their choice on the overtime desired list.
- D. In order to ensure equitable opportunities for overtime for all employees on the overtime desired list(s), the employer will contact those employees who are on annual leave or sick leave the day prior to their non-scheduled day, when overtime is available for those employees.

However, Employees on annual leave the day prior to and the work day after their non-scheduled day will not be contacted.

- E. All opportunities for overtime and hours worked on overtime will be recorded. In addition to the opportunities taken and hours worked, opportunities refused and hours lost will be recorded as though taken and will be written in “red”, indicating “refused”. Refused opportunities and lost hours will be totaled with hours actually taken.
- F. The totals from one quarter’s overtime desired list will not be carried forward to the next quarter’s overtime desired list.
- G. Normally, the “Overtime Desired” lists will be updated and posted for review daily.
- H. 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 overtime, the Supervisor will record the opportunity and hours lost 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 *SA* of the National Agreement.

- I. If a carrier receives a new non-schedule day and/or bids to a new zone, he/she will carry their accumulated opportunities and hours worked with them to the new unit, and will be made equitable for the balance of the quarter.
- J. If the route regular is called in on his/her non-scheduled day, the utility carrier displaced will be allowed to “bump” any non-route regular (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 may exercise his/her preference.
- K. When a carrier serves as an acting Supervisor on a detail, that employee may not be assigned to perform bargaining unit work on overtime, either daily or non-scheduled day either immediately before or after the detail. To be assigned bargaining unit work on overtime, an acting Supervisor must voluntarily terminate the detail. However, the detail of an acting Supervisor will not be terminated to circumvent the above.

- L. Letter carriers with documented restrictions will be allowed to place their names on the overtime desired list and work overtime in accordance within their restrictions.
- M. When a CCA or PTF employee is converted to full-time status, Management will provide him/her the opportunity to sign either the overtime desired list or the work assignment list.

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 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 ten (10) incapacitated carriers on light duty assignments within the carrier craft when work is available.
- C. The installation head will contact the District for available assignments if no work is available with the installation.
- D. The Branch 86 President will notify the installation head of work available at other Post Offices.

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. Request(s) for 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 state the anticipated duration of the convalescence in order to be allowed permanent light duty.
- B. Management will establish work for employees consisting of eight (8) hours or less within their tour if practical.
- C. In the event there is none or insufficient light duty assignments available in the letter carrier craft, carriers may be assigned to other duties on tour 1 and/or 3 for additional hours.
- D. The Postmaster will make every effort to employ letter carriers in their own office 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 within the stations and branches for letter carriers may include, but not be limited to the following:
1. Casing mail on his/her route;
 2. Casing mail on routes assigned by the Supervisor;
 3. Assisting routes by setting up mail;
 4. Coverage of suitable collection routes;
 5. Re-writing carriers' route books;
 6. Labeling inside of apartment boxes;
 7. Training employees when, in fact, training is done at the station level and only if the injured employee is a certified trainer.
 8. Keeping P.S. Forms 3982's updated when regular carrier is instructed by Supervisor;
 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 assignments 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 members 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. A section shall be defined as a unit throughout the Hartford Post Office, and its stations and branches shall be known as an installation. It is further agreed that each of the following shall be considered a separate section for reassignment purposes: 06101, 06103, 06105, 06106, 06107, 06108, 06109, 06110, 06111, 06112, 06114, 06117, 06118, 06119, 06120; these zip codes identify the carrier zones.

Item # 19

The assignment of employee parking spaces

The employer agrees to continue to provide all employees parking, as is currently provided.

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

- A. Annual leave to attend Union activities requested by authorized Union Stewards/ Officers during the choice vacation period will not be part of the total choice vacation period.
- B. The Union must provide a minimum of thirty (30) days advance notice prior to the Union activity to be given consideration under the provisions of paragraph A.

Item # 21

Those other items which are subject to local negotiations as provided in the craft provisions of the agreement

- A. The Supervisors shall not require nor permit employees to work off the clock.
- B. The provision(s) of Article 41, section 3, paragraph O, shall prevail for the life of this memorandum, and will be applied by zone.
- C. Management will continue to notify the NALC as soon as possible of any changes affecting wages, hours, or working conditions before implementation.
- D. A Labor-Management meeting will be held once quarterly provided that a list of agenda items are presented by either party to the other a minimum of two weeks before the meeting.
- E. The use of telephones by authorized Union representatives will not be denied by the employer provided that the Union representative requests its use prior, and that the call is related to the administration of the collective bargaining agreement.
- F. Wearing of uniforms
 - 1. On or about October 15th each year the installation head and the representative 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.

2. Once the change has been made, all carriers in this installation will be expected to wear the proper uniform for that particular seasonal period.
- G. At a time selected by the Union, letter carriers will decide whether to take their breaks on the street, or one in the office and one on the street. This will be done once a year.
- H. The method of posting and bidding craft assignments of anticipated duration of five (5) days or more
- a. *At each work unit, management shall post all temporary vacant full-time craft duty assignments of anticipated duration of five (5) days or more.*
 - b. *Full-time reserve, unassigned regular, Part-Time Flexible and Full-time flexible Letter Carriers may indicate their preference for such assignments until twenty four (24) hours before an assignment commences.*
 - c. *Twenty four (24) hours before the assignment commences, the senior Carrier having indicated their preference shall be notified that they are awarded the assignment.*
 - d. *The above shall not apply where assignments become available upon less than twenty four (24) hours*

notice. In such circumstances, management shall inquire as to the preference of each employee and award the assignment to the senior carrier who shows a preference.

- e. Unassigned duration assignments of five (5) days or more will remain available until less than five (5) days of anticipated duration remain.*
- f. The Union agrees to assist Management with the implementation of this provision.*

Item # 22

Principles of seniority, posting, and reassignments

- A. All notices of vacancy in assignments shall remain posted, installation-wide, on official bulletin boards in each section 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.
- B. All other postal positions in which letter carriers can submit bid(s) shall be posted on an official bulletin board.
- C. Copies of open assignments as defined in paragraphs A and B above will be provided to the Union before being posted.
- D. A Union representative must review the bids within five working days prior to the posting or the bids will not be posted.

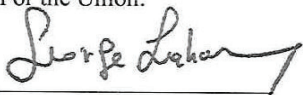
- E. When an absent employee has so requested in writing, showing their mailing address, a copy of any notice inviting bids shall be mailed to the employee.
- F. Bids must be submitted by the time and date stated on the bid notice.
- G. To withdraw a bid, the personnel section must be notified in writing prior to the closing time and date of the bids. To renew a bid that was withdrawn, a new bid must be submitted prior to the time and date of closing.
- H. No assignments will be reposted unless an error was made in the posting.
- I. By either posting or in writing, the successful bidder will be notified within 10 days of the close of bidding.
- J. Swapping of bid positions among regulars is not permitted.
- K. In the event there is no bid for a vacancy, the junior unassigned full time carrier will be assigned and it will not constitute a bid in accordance with the provisions of Article 12, section 3, paragraph A, of the National Agreement.
- L. Saturday as a non-scheduled day is to be considered preferential and granted by seniority installation-wide. Those carriers refusing or accepting Saturday off must notify the Manager when and if they do, or do not, want Saturday off. If a carrier refuses Saturday off and wishes to reapply, he/she must notify the Manager in writing.

- M. Saturday non-scheduled carriers have the option of either keeping Saturday off or accepting the day that goes with the route they might bid.
- N. When the regular route carrier is called in on his non-scheduled work day to work his/her own route, he/she will bump the utility carrier to one of the other four routes in his/her string. To enable the utility carrier to achieve the essence of his/her bid assignment, he/she 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 utility carrier's string of routes and if none of the other routes in his/her string is available.
- O. Non-scheduled work days will be re-bid for any of the following reasons:
1. If a new route is established or a route is eliminated.
 2. Management deems it necessary to maintain the efficiency of the operation.
 3. When a carrier accepts Saturday as a new non-schedule day.

- P. Non-scheduled work days will rebid (by unit) once every year. The solicitation will be done during the month of January and be implemented no later than February 28.
- Q. After non-scheduled workdays are awarded, utility carriers will select their string of routes by seniority (by unit), to take effect at the same time as the re-bid of non-scheduled work days.
- R. In all instances of paragraph O above, Management will make every effort to have the new non-scheduled workdays and T-6 Strings in place and operative within 30 calendar days.
- S. The letter carrier assigned to the route will have the option of accepting the change in starting time of more than one hour or allowing the route to be posted installation wide.
- T. A T-6 carrier called in on their non-scheduled day will have to be assigned in accordance with the following:
1. The T-6 will select any vacant route on their string.
 2. If no vacant routes are available on their string, the T-6 may bump a non-regular off one of the T-6's string.
 3. The T-6 then has the opportunity to bump a non-regular in a duration assignment on one of the T-6's string.
 4. If none of the T-6 carrier's string is available, he/she will be assigned as needed

This Local Memorandum of Understanding is entered into on June 25, 2025 at the Hartford 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:



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



Date

For the United States Postal Service



Irish Lucas, Postmaster
United States Postal Service
Hartford, Connecticut 06101-9998



Date

