Memorandum of Understanding

Between

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

And

United States Postal Service

Naugatuck, Connecticut 06770-9998

2023 - 2026

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

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Item #1

IDENTIFICATION

It is agreed that the Naugatuck Post Office and its station shall be known as an installation. It is further agreed that this installation consists of one section in the carrier craft.

Item #2

WASH-UP TIME

A. The parties to this agreement recognize that within certain occupational groups employees are engaged in work that can be identified as dirty or toxic.

B. In view of the above, it will be incumbent on the individual supervisor in the unit or section concerned to grant reasonable wash-up time to employees consistent with their day to day assignment and in accordance with past practice.

Item # 3

NON-SCHEDULED DAYS

All letter carrier positions including but not limited to delivery routes, routers, parcel post and relays shall be on a rotating day off.

Item # 4

GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS

A. It is the responsibility of the installation head to determine if mail delivery is to be curtailed.

B. Should delivery not be curtailed, carriers shall use good judgment in making a determination of unsafe delivery.

Item # 5

LEAVE

A. The employer shall, no later than November 1, publicize on the bulletin board the beginning date of the new leave year, which shall begin with the first day of the first full pay period of the calendar year.

B. The leave week shall be from Monday through Sunday.

Item # 6

VACATION PERIOD

A. The choice vacation period shall begin with the week including May 1 through the last full week of October.

B. During the choice vacation, 11% of the carrier workforce including CCAs will be allowed off each week.

C. During the remainder of the year, 8% of the carrier work force including CCAs shall be allowed off each week.

D. In calculating the number of carriers allowed on leave, all calculations of .5 and under will be rounded down to the preceding number and calculations of over .5 will be rounded up to the succeeding number.

Item # 7

CHOOSING VACATION

A. Carriers shall begin choosing vacations by November l. The vacation leave book shall be passed throughout the carrier workforce by seniority and each carrier will indicate his or her selections in the book.

B. Annual leave shall be granted as follows during the bidding process:

   1. First round -Up to two (2) weeks in the choice vacation period and up to one (1) week outside the choice period.

   2. Second round - Up to one (1) week in the choice vacation period and up to one (1) week outside the choice period.

C. After the bidding process has been completed city carrier assistant employees apply for annual leave during choice vacation periods, as defined in Article 10.3.D of the National Agreement. Granting leave under such provisions must be contingent upon the employee having a leave balance of at least forty (40) hours.

D. A maximum of three (3) slots will be blocked out for the week of the National Convention, held on the even numbered years, to be used by the authorized delegates. The number of slots used shall be counted toward the number allowed off during vacation planning.

E. Other Union activities, Military Leave and Jury Duty will not be considered part of the percentages allowed annual leave during vacation planning.

F. No carrier shall be called in to work during his or her week of vacation.

G. PS 3971 shall be filled out, in duplicate, by all carriers requesting leave and handled to a supervisor. A copy shall be returned to each carrier indicating approval or disapproval within 24 hours from date of receipt. If the carrier is not notified within this time, the request shall be considered granted.
Requests for leave for the next day must be made the prior day by 10 AM and will be granted by seniority. (For example, requests for Tuesday A/L must be made by Monday 10 AM).

H. Any carrier transferring from one station to another will be granted his or her annual leave as previously scheduled in the station from which the carrier transferred if it does not conflict with the leave percentages at the station. The employer will exert every reasonable effort not to disrupt vacation plans for carriers affected by such changes in locations.

I. Carriers canceling their week of vacation shall notify management at least fourteen (14) days prior to the start of the canceled week. Management shall post the open week on the bulletin board for seven (7) days. The senior bidder shall be awarded the week. If there are no requests for the week during the seven days of posting, carriers may request, on PS Form 3971, individual days of that week.

J. Carriers canceling part of their vacation week shall notify management of their intentions at least fourteen (14) days prior to the start of the week by filling out PS Form 3971.

K. All cancellations shall be reposted as soon as management has been notified of said cancellation.

L. Any carrier who wishes to trade vacation weeks may do so, after selections have been completed, with management and union approval.

M. Routes made available for temporary bid due to vacation or reassignment shall be posted in accordance to procedures set forth in ITEM # 1 of this memorandum.

Item # 8

HOLIDAY SCHEDULING

The following order will be used for holiday scheduling:

1. All part time flexible employees to the extent possible,
   even if overtime is required.
2. All full time and part time regular employees who possess the necessary skills and have volunteered to work on the holiday or their designated holiday.
3. City Carrier Assistants (CCAs), to the extent possible, will be scheduled for work on a holiday or designated holiday after full time volunteers are scheduled to work on their holiday or designated holiday.
4. Full time and part time regular employees whose non-scheduled day falls on the holiday who possess the necessary skills, even though the payment of overtime is required, by seniority.
5. Full time and part time non volunteer employees whose non-scheduled day falls on the holiday and who possess the necessary skills, even though the payment of overtime is required, by juniority.
6. Full time and part time regular employees who have not volunteered to work their holiday by juniority.

Item # 9

OVERTIME DESIRED LISTS

A. The overtime desired lists shall be installation wide.

B. Any full time regular employee wishing to work overtime must sign a list before the start of each quarter.

C. The sign-up lists shall be posted on the bulletin board two (2) weeks prior to the start of each quarter.

D. Overtime lists will consist of the following:

1. Work assignment list
2. 12 hour list (excluding non-scheduled days)
3. Non-scheduled day list only

E. When the need arises for management to utilize the non-schedule day list, the carrier shall be placed on his or her regular assignment when possible.

G. When a regular route carrier is needed to work his or her non-schedule day, the T-6 shall be moved to a route among his or her floating run. If no routes on the floating run are available, the T-6 shall remain on his or her assignment and the regular route carrier shall fill any vacant assignment they are qualified to do.

H. Management is not required to utilize employees on any overtime list if part time flexible, casual or full time regular employees are available at the straight time rate. Management is not required to utilize employees on any overtime list at the penalty rate if qualified employees on the overtime list who are not yet entitled to penalty overtime are available for the assignment.

I. Overtime hours shall be tabulated, by management, daily for each separate list, and will be made equitable with others on that same list for each quarter.

Item # 10

LIGHT DUTY ASSIGNMENTS

A. A "light duty" assignment is any assignment within the physical capabilities of an employee who is temporarily or permanently incapable of performing his or her normal duties as a result of illness or injury.

B. All light duty assignments will consist of eight (8) hours work, when possible, and the carrier is capable of working them.

C. It is agreed that light duty assignments for letter carriers may include but are not limited to:

1. Casing mail on his or her regular assignment, when work is available.
2. Assisting other routes by casing mail.
3. Delivery of Express Mail or parcel post.
4. Marking up carrier endorsed mail.
5. Rewriting and updating carrier route books.
6. Labeling inside of apartment boxes.
7. Updating forward cards.
8. Training or assisting new employees when, in fact, training is done at the station level by a craft employee.
9. Answering telephones.

D. Any regular carrier with a bid route assignment will be allowed to case his or her route if he or she is on light duty.

E. Management shall make every effort to employ letter carriers on light duty in the letter carrier craft before assigning them to a different craft.

F. It is agreed that light duty assignments will not affect the assignments of the regular workforce including CCAs on hold downs.

Item # 11

SENIORITY REASSIGNMENTS AND POSTING

A. Notice inviting bids shall be posted on an installation-wide basis.

B. Notice inviting bids for letter carrier craft assignments and to such other assignments to which a letter carrier is entitled to bid shall be posted on the bulletin board for seven (7) days. Copies of the notice shall be given to the local union. When an absent employee has so requested, in writing, stating his or her mailing address, a copy of any notice inviting bids shall be mailed to the employee.

C. Letter carriers shall make their bids in writing to the manager in charge by 3:30 p.m. on the final day. When more than one assignment is posted, letter carriers shall have the right to bid for all assignments, stating their preference (i.e., 1st choice ____; 2nd choice ____ and 3rd choice ____).

D. Letter carrier assignments shall be posted when there is a change of more than one (1) hour in their starting time.

E. Management shall post all temporary vacant duty assignments of anticipated duration of five (5) days or more.

F. Unassigned regular and part-time flexible letter carriers and CCAs may indicate their preference for such assignments by 3:30 p.m. on the last day of posting.

G. Twenty-four (24) hours before the assignment commences, the carriers bidding for these assignments shall be notified of who was awarded the assignments.

H. When advanced notice of vacant assignments is not available and assignments remain vacant for five (5) days, management shall inquire as to the preference of each employee and award the assignment to the senior employee who indicates a preference.

I. 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, highways, 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.

This Local Memorandum of Understanding is entered into on June 13, 2025 at the Naugatuck 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:

6-13-2025

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

For the United States Postal Service

6-13-2025

Brian Falcha, Postmaster — Date
United States Postal Service
Naugatuck, Connecticut 06770-9998