

**Memorandum of Understanding
Between**

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



**And
United States
Postal Service**

Putnam, Connecticut 06260-9998

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

Reasonable wash-up time will be granted to employees who perform dirty work or work with toxic materials.

ITEM #2

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

- A. Letter carriers of the Putnam Post Office will have rotating days off. During the last week of the calendar year, Putnam letter carriers will annually redetermine as to whether or not nonscheduled days will be fixed or rotating, for the ensuing calendar year.
- B. Upon notification from the union, local management will ensure that the appropriate procedure is implemented as soon as possible, but no later than thirty (30) days after notified by the union.

ITEM #3

GUIDELINES FOR THE CURTAILMENT OF 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 Employees and Labor Relations Manual.)
- C. Every effort will be made to disseminate this information utilizing WDRC, WPOP, WTIC A.M., and WINY A.M.
- D. Every effort will be made to notify all units as soon as possible when such weather conditions or disasters/disorders occur.

- E. The Local Representative will be notified of such termination or curtailment of operations. Such a decision to curtail or terminate postal operations will be applicable only to those employees affected.
- F. Carriers will not be required to endanger their personal safety and health.
- G. A letter carrier's safety shall supersede any other consideration. No letter carrier shall be required to enter any premises or perform any duties which he/she believes would result in bodily harm.

ITEM #4

FORMULATION OF LOCAL LEAVE PROGRAM

- 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, for both first and second selections, including CCA's who will select in order of relative standing after the full time regulars have selected. This process will be consistent with the needs of the employees and management. The granting of leave under such provisions must be contingent upon all carriers having a sufficient leave balance when the leave is taken.

- 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, provided that no other carrier is deprived of his/her first choice.
- D. Any letter carrier serving on jury duty during the choice vacation period will not be charged to the total complement allowed off during the choice vacation period.
- E. Applications for choice vacation period shall be submitted during the period February 1st through February 28th for the first selection.
- F. Applications for the second selection for choice vacation periods shall be submitted from March 1st through March 15th.
- G. The union will submit to the employer a listing of all authorized delegates to state and national conventions at least thirty (30) days prior to the convention date.
- H. 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.
- I. Reposting of a cancellation - All Cancellations shall be reposted as soon as the employer is notified of the cancellation. Cancellation will be for lack of annual leave. All other requests for cancellation must be in writing and meet with the approval of the union and the employer.

1. When a vacant week occurs during the choice period as a result of cancellation, the week(s) will be awarded to a carrier which was previously denied annual leave because the allotment was full.
 2. When a vacant week occurs during the choice period as a result of a cancellation and there is no pending annual leave which was previously denied in weekly increments, the week(s) will be posted and awarded within the unit by seniority.
 3. If a cancelled week is not bid within 48 hours of posting, carriers shall have the opportunity to bid in increments of eight (8) hours.
 4. No letter carrier will be denied annual leave if the unit's quota for annual leave is not met. Such annual leave must be applied for a minimum of 48 hours in advance.
- J. If a cancelled week during the choice vacation period goes un-bid, carriers shall have the opportunity to bid in increments of eight (8) hours.
- K. No carrier will denied AL if the unit's quota for AL is not met.
- L. Requests for AL in excess of three (3) consecutive weeks will be considered if there is no conflict with other carrier's vacation period leave, and the leave is approved by mutual agreement between the postmaster and the President of Branch 86, on case by case basis.

- M. Exchanging of AL during the choice vacation period will not be permitted without the express approval of the postmaster.
- N. 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 for the sole purpose that it may cause the use of OT during the course of the week. No letter carrier will be refused AL because of another carrier being detailed to a higher level assignment.
- O. No letter carrier will be denied annual leave for any un-bid choice vacation period.
- P. Emergency leave will be granted when the health, welfare, and safety of an employee, or family member, is involved in accordance with Section 512 of the Employees and Labor Relations Manual.
- Q. All employees without sufficient sick leave to their credit may be granted LWOP or, if sick, may apply for advance sick leave.
- R. City Carrier Assistants, CCA's, may apply for Annual Leave for any unbid weeks and/or days.
- S. All employees will be granted up to, but no more than two (2) hours of administrative leave to donate blood.

- T. In the carrier craft, there will be a minimum of 13% of the total city carrier workforce, including CCA's, off each day during the non-choice vacation period with preference given to periods of five (5) days or more. No employees will be denied annual leave if the 13% has not been met. (This will include requests of less than eight (8) hours.
- U) City Carrier Assistants, CCA's, may apply for Annual Leave for any unbid weeks and/or days.

ITEM #5

THE DURATION OF THE CHOICE VACATION PERIOD(S)

- A. The choice vacation period will be from the third Sunday in May through the third Saturday in September.
- B. Further, the calendar week Sunday through Saturday, inclusive, of the Thanksgiving holiday, will be part of the choice vacation period.
- C. Further, the calendar days between the Christmas and New Year's Days, will be part of the choice vacation period.

ITEM #6

THE DETERMINATION OF THE BEGINNING OF AN EMPLOYEES VACATION PERIOD

- A. Vacation during the choice vacation period shall start on a Monday at 12:01 A.M. and will end on Sunday at 12:00 P.M.
- B. Management will make every effort not to schedule letter carriers to work on the Sunday before the beginning of their vacation week(s).
- C. A carrier may request the Saturday off prior to the start of their vacation week(s) only after the entire choice vacation period has been developed and posted. In cases such as this, the carrier's request will not be unreasonably denied.

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 selection period in units of five (5) or ten (10) consecutive working days; however, his/her seniority will be used in one selection. After all carriers have had

an opportunity to select their vacation period, the list will then be presented, by seniority, to the carriers for a second choice. Such selections shall not exceed the total number of weeks the employee is entitled to during the period.

- B. Employees who only choose to take one selection will be allowed up to 15 consecutive days pursuant to Article 10 of the National Agreement.
- C. 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 three (3) scheduled 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 certified mail, or the telephone, 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 of percentage allotted off during the choice period within the unit will be contacted.
- D. 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.

ITEM #8

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

- A. Letter carriers will be allowed schedule changes for jury duty obligations so as to allow their daily hours and non-scheduled days to coincide with their jury duty schedule.
- B. Attendance at national conventions will not be charged as an employee's choice vacation period selection.
- C. Jury duty cannot be anticipated and will not be charged against an employee's choice vacation period selection.
- D. Those carriers who must fulfill jury duty obligations will be allowed to select another vacation period the choice period, but will not be allowed to "bump" someone junior.

ITEM #9

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

- A. A maximum number of 20% of the total city carrier workforce, comprising all city carriers, who are on the rolls as of

February 1st of the leave year, shall be granted annual leave during the choice vacation period. No employees will be denied annual leave if the 20% has not been met. (This will include requests of less than eight (8) hours.

- B. 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 below will be rounded down.
- C. 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.

ITEM #10

THE ISSUANCE OF OFFICIAL NOTICES TO EMPLOYEES OF THE VACATION SCHEDULE APPROVED FOR SUCH CARRIER

- A. Carriers will be notified by posting of the first selections no later than March 10th. Carriers must be notified by posting the final vacation schedule in stations no later than March 24th.
- 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.

ITEM #11

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

- A. No later than November 1st, the employer shall post on all bulletin boards the beginning of the first full pay period of the calendar year.

ITEM #12

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

- A. For annual leave other than for the choice vacation period, employees requesting annual leave by submitting a PS Form 3971 forty-eight hours (48) in advance of the requested leave, shall be given a decision within 48 hours.
- B. It is incumbent upon the supervisor to whom the request was submitted to respond to the carrier.

- C. Failure of the responsible supervisor to answer the carrier's request within 48 hours will automatically result in the granting of the leave.

ITEM #13

THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY

The following sequences 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.

- A. All part-time flexible employees to the maximum extent possible, even if the payment of overtime is required.
- B. All full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have volunteered to work on their holiday or their designated holiday – by seniority.
- C. City carrier assistant employees.
- D. All full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have volunteered to work on their holiday or their non-scheduled day – by seniority.

- E. Full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have not volunteered on what would otherwise be their non-scheduled day – by inverse seniority.
- F. Full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have not volunteered on what would otherwise be their holiday or designated holiday – by inverse seniority.
- G.. If, after the posting period, a need develops for additional or replacement employees, employees shall be selected according to the same order as above.
- H. Nothing will preclude management from making a notation as to which carriers were forced to work and picking up at that point should the next holiday not be covered by volunteers.

ITEM #14

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

- A. The overtime desired list for the carrier craft will be by work location.
- B. 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 they remove their names from the list. Employees may switch from one list to another during the two weeks prior to the start of the calendar quarter, and the change will be effective beginning that new calendar quarter.

- C. Any carrier who does not volunteer for the overtime desired list at the beginning of the quarter, or who has removed himself/herself from the list during the course of the quarter, shall be responsible for notifying management during the two (2) weeks prior to the appropriate calendar quarter that they wish to be placed on it.
- D. After the quarter has begun, overtime necessary will be given to those on the overtime desired list in such a manner that by the end of the calendar quarter, the opportunity for overtime will have been offered to all applicable carriers in an equitable manner, daily and non-scheduled days. The procedure shall be to start at the top of the list (in order of seniority) and move downward in a rotating manner. The opportunities for overtime and the hours worked will be totaled weekly and carried forward to the next week's sheet.

- E. All opportunities for overtime and hours 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 “refuse.” The 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. Carriers on the overtime desired list will not be dropped from the list for refusing overtime. If the supervisor accepts the reason given for the refusal, he 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. However, the carrier can only place his/her name back on the overtime desired list in accordance with Item #14C above.
- H. Only the carriers who have indicated “yes” will have their names placed on the overtime desired list.
- I. When a carrier serves as an acting supervisor on an extended detail, that employee may not be assigned to perform bargaining unit work on overtime, either daily or on a non-scheduled day. 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.

- J. Letter carriers with medical restrictions
will be allowed to place their names
on the overtime desired list and work
overtime in accordance with restrictions.
- K. When a utility carrier is called in on his/
her non-scheduled day, they will work
a vacant route within their string, if
available.

ITEM # 15

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

The installation head shall show the greatest
consideration for full time regular or part
time flexible employees requiring light duty
or other assignments, giving each request
careful attention and reassign employees
to the extent possible in the installation.
When a request is refused, the installation
head shall notify the concerned employee in
writing, stating the reasons for the inability
to reassign the employee.

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

Any carrier duties or functions such as assisting routes by setting up mail, relabeling carrier cases, training new employees shall be considered light duty assignments as long as such assignments are within the physical capability of an employee who is temporarily incapable of performing his/her own normal duties as a result of illness or injury.

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 station and branches for letter carriers may include, but are not 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. Relabeling carrier cases;
 5. Coverage of collecting duties;
 6. Rewriting carrier route books;
 7. Rewriting route descriptions;
 8. Labeling inside of apartment boxes;
 9. Delivering parcel post;
 10. Delivering Priority Express;
 11. Filling out City carrier craft
PS Forms 3849;
 12. Any other carrier functions that are
available and within the carrier's
work limitations will be considered
available for light duty assignment.
- B. Management shall explore ways
and means, with the Union to make
adjustments to identified light duty tasks
in order to convert them to light duty
assignments without seriously affecting
the productivity of the assignment.
- C. The installation head will show
consideration for full-time regular or
part-time flexible employees requiring
light duty assignments giving each
request careful attention and will assign
such employees to the extent possible in
the employee's office. When a request is
denied, the employee will be notified in
writing and the reason for the denial will
be stated.

- D. If light duty work is available in another craft, the president of the craft concerned will be invited into the discussion, when possible, prior to the assignment.
- E. When members of another craft will be given light duty within the carrier craft, the president of Merged Branch 86 will be notified, when possible, prior to the assignment.
- F. Letter carriers will be allowed to case mail on his/her regular duty assignment if such casing meets with medical restrictions (if any), prior to being assigned other duties.

ITEM #18

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

- A. A section shall be defined as a unit throughout the Putnam Post Office. It is agreed that the Putnam Post Office shall be known as an installation.

B. When a letter carrier route or full time duty assignment, other than the letter carrier route(s) or full time duty assignment or the junior employee(s), is abolished at a delivery unit as a result of, but not limited to, route adjustments 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

Management agrees to provide employee parking when and if available in excess to the needs of the service.

ITEM #20

THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE TO BE PART OF THE TOTAL CHOICE VACATION PLAN

- A. Annual leave to attend union activities requested during the choice vacation period will be a part of the total choice vacation period.
- B. The union must provide, as soon as possible, advance notice prior to the union activity to be given consideration under the provisions of Subsection A.

ITEM #21

THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT

- A. The provision(s) of Article 41, Section 3, Paragraph O, shall prevail for the life of this memorandum.
- B. Labor-management meetings will be held once quarterly, providing that a list of agenda items are presented by either party of the other a minimum of two weeks before the meeting.

- C. 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.
- D. Wearing of uniforms: On or about October 15th each year the installation head and the representative of Merged Branch 86, N.A.L.C. 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 this installation will be expected to wear the proper uniform for that particular season.

ITEM #22

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

- A. 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.

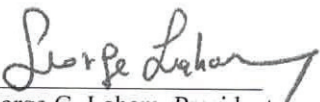
- B. All other postal positions in which letter carriers can submit bid(s) shall be posted on an official bulletin board.
- C. Copies of open assignments as defined in Paragraphs A and B above will be provided to the union before being posted.
- D. Bids must be in the postmaster's office by the time and date stated on the bid notice. There will be no deviation from this agreement.
- E. To withdraw a bid, the postmaster must be notified in writing prior to the closing time and date of the bid. To renew a bid that was withdrawn, a new bid must be submitted to the postmaster's office prior to the time and date of closing. Bids submitted will be acknowledged by a receipt.
- F. No assignments will be reposted unless an error was made in the posting.
- G. By either posting or in writing, the successful bidder will be notified as soon as possible.
- H. Carriers desiring to try out vacant assignments, prior to posting, not to include vacancies created by office wide inspections/adjustments, may do so upon application to the postmaster. Trial will be on a first-come first-served basis.
- I. Swapping of bid positions among regulars is not permitted.
- J. 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.

- K. 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.
- L. When the regular route carrier is called in on his/her off day to work his/her own route, he/she bumps the utility carrier to one of the other four routes in his/her string of routes. To enable the utility carrier to achieve the essence of his bid assignment, he/she will be allowed to displace an employee who has opted to cover an assignment under the provision of Article 41 (duration) 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. In all instances of Paragraphs M&N above, management will make every effort to have the new non-scheduled workday listing in place and operative within 30 calendar days.
- P. Management will post all assignments available to opt, of 5 work days or more, immediately after they become available to opt. Vacancies in full-time grade one assignments are available for opting. Management will contact carrier(s) if the carrier(s) are not working in the time frame of the posting. Hold-down assignments are awarded to the eligible career letter carriers by highest to lowest seniority, first, and then to eligible CCAs by highest to lowest relative standing. The successful bidder will be awarded the hold-down 2 work days in advance of the start of the opt, providing the time frame of the request allows for doing so. Once an available hold-down position is awarded, the opting employee shall work the duty assignment for its duration.

This Local Memorandum of Understanding is entered into on June 11, 2025 at the Putnam 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

6-11-2025
Date

For the United States Postal Service


Darren Razukiewicz, Postmaster
United States Postal Service
Putnam, Connecticut 06260-9998

6-11-25
Date

