

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



**And
United States
Postal Service**

South Windsor, Connecticut 06074-9998

2023 – 2026

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

Table of Contents

<u>ITEM</u>	<u>PAGE</u>
1 Additional or Longer Wash-up Periods	2
2 Establishment of a Regular Work Week	2
3 Curtailment of Operations in Emergency	3
4 Local Leave Program.....	5
5 Choice Vacation Period.....	8
6 Vacation Week Beginning and Ending Day	9
7 One or Two Vacation Selections	9
8 Jury Duty/Conventions vs. Vacations	10
9 Number off During Choice Vacation Period.....	11
10 Notice to Employee of Vacation Approval	11
11 Notice of Beginning Date of New Leave Year	12
12 Applying for Annual Leave During Other than the Choice Vacation Period.....	12
13 Selection of Employees to Work on a Holiday	13
14 Overtime Desired List by Section.....	14
15 Number of Light-Duty Assignments	17
16 Assignment of Ill or Injured Regular or Substitute Employees	18
17 Identification of Light-Duty Assignments	19
18 Identification of Section for Reassignments	21
19 Assignment of Employee Parking Spaces	21
20 Attendance at Union Activities vs. Vacations	22
21 Other Items as Provided in the Craft Provisions	23
22 Local Implementation Relating to Seniority, Reassignments and Postings	24

ITEM #1

ADDITIONAL OR LONGER WASH UP TIME

A reasonable amount of wash-up time, with a base minimum of five (5) 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.

ITEM #2

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

The letter carriers of the South Windsor Post Office will have rotating days off.

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.
- 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 disaster/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 those units affected.
- F. Carriers will not be required to endanger their personal safety and health. Therefore, the following conditions will be applicable:
1. When ice and/or sleet storms make walking and/or driving hazardous.
 2. When wind, snow, and/or cold could be detrimental to health or the creation of hazardous driving conditions.
 3. When high winds create danger from falling trees and limbs, electrical wires and other falling or blowing objects.
- If any of the above conditions prevail, the carrier will contact management for guidance.
- 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 A 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 CCAs 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 period, provided that no other carrier is deprived of his/her first choice.
- D. Applications for choice vacation periods shall be submitted during the period February 1st through February 28th for the first selection.
- E. Applications for choice vacation periods shall be submitted during the period March 1st to March 31st for the second selection.

- 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 names of the delegates within thirty (30) days prior to the convention date.
- H. Carriers who become ill while on annual leave during the choice vacation period shall be allowed to change the annual leave to sick leave and select another period off time that is vacant equal to the amount of time he/she was ill.
- I. In the event of a death in the immediate family, a carrier on annual leave during the choice period shall be allowed another period that is vacant.
- J. 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 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 who was previously denied annual leave because the allotment was full. The pecking order for approval will be first come, first served, as the leave was submitted.

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 canceled week is not bid within 48 hours of posting, carriers shall have the opportunity to bid in increments of (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.
- 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 level assignment during the course of a service week.
- L. No letter carrier will be called into work or be able to volunteer to work on his/her non-scheduled work day while on vacation during non-choice and choice vacation periods. The vacation period is defined by a carrier having approved an 8-hour increments of annual leave the work day prior to and the work day after the non-scheduled workday.

- M. No letter carrier will be denied annual leave in hours or days for any unbid choice vacation period. (See J-4, requesting requirements.) Employees requesting annual leave by submitting a PS Form 3971 forty-eight (48) hours in advance, shall be given a decision and notified within 48 hours under normal conditions. Failure to notify within 48 hours will automatically result in the granting of the leave.
- N. Emergency leave will be granted when the health, welfare, and safety of an employee or family is involved, pending acceptable documentation.
- O. A minimum of 16% of the total City Carrier workforce shall be granted annual leave during the non-choice vacation period. In computing the percentage (16%) when the multiplication results in a fraction of .5 or above, the number will be rounded up to a whole number. Likewise, when the fraction is less than .5, the number will be rounded down to the next number.

ITEM #5

THE DURATION OF THE CHOICE VACATION PERIOD(S)

- A. The choice vacation period will be the third Sunday in May and end on the third Saturday in September.
- B. Further, the calendar week Sunday through Saturday, inclusive, of the Thanksgiving holiday as well as the 6 days between Christmas and New Year's Day will be part of the choice vacation period.

- C. For purposes of choice vacation period scheduling the 6 days between Christmas and New Year's Day will be considered as one (1) week.

ITEM #6

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

- A. The duration of choice vacation weeks shall begin on Sunday at 12:01 a.m. and end on Saturday at 12:00 midnight.

ITEM #7

EMPLOYEES OPTION TO REQUEST TWO (2) SELECTIONS DURING THE CHOICE VACATION PERIOD

- 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 the 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 or percentage allotted off during the choice vacation 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. Absences of employees selected for jury duty or attending a national or state convention of his/her craft will not be charged to the choice vacation period.

ITEM #9

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

- A. The number of employees who shall receive leave each week during the choice vacation period shall be 20% of the total city carrier workforce on the rolls as of February 1st of the leave year.
- B. In computing the percentage (20%) when the multiplication results in a fraction of .5 or above, the number will be rounded up to a whole number. Likewise, when the fraction is less than .5, the number will be rounded down to the next number.
- C. When vacant weeks occur during the choice vacation period, those weeks will be offered within the office. The vacant weeks will be posted for employees.

ITEM #10

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

- A. Carriers will be notified by posting of first choice selections no later than March 3rd. Carriers must be notified by posting the final vacation schedule no later than April 3rd.

- B. A copy of the annual leave schedules is to be furnished to the N.A.L.C., Merged Branch 86, by mail simultaneously with the posting of the schedules. A copy of the station vacation schedule will be furnished to the station 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. The employer shall, no later than November 1st, publicize on bulletin boards and any other appropriate means, the date of the new leave year, which shall begin with the first full pay period of the calendar year.

ITEM #12

THE PROCEDURE FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN 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 (48) hours in advance, shall be given a decision and notified within 48 hours under normal conditions. Failure to notify within 48 hours under normal conditions will automatically result in the granting of the leave.

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:

- A. All part-time flexible carriers to the maximum extent possible regardless of the necessity to pay overtime premiums.
- B. All full time regular carriers who volunteer to work either their holiday (or designated holiday) or their non-scheduled day shall be combined into a single group, ranked in seniority order, solicited to work, and then selected to work on a rotating basis.
- C. Qualified CCAs employees will be scheduled for work on a holiday, or designated holiday, after all full-time volunteers are scheduled to work their non-scheduled day, holiday or designated holiday. They will be scheduled to the maximum extent possible, prior to any full time non-volunteers being scheduled to work their non-scheduled day, holiday or non-scheduled day.
- D. If A, B, and C, above do not provide sufficient City Carriers for the holiday schedule, then the following sequence will be used to determine which full time non-volunteers will be forced to work:

1. All full time regular carriers, on the overtime desired list, who did not volunteer to work their non-scheduled day, in inverse seniority.
 2. All full time regular carriers, not on the overtime desired list, who did not volunteer to work their non-scheduled day, in inverse seniority.
 3. All full time regular carriers, on the overtime desired list, who did not volunteer to work their holiday or designated holiday, in inverse seniority.
 4. All full time regular carriers, not on the overtime desired list, who did not volunteer to work their holiday or designated holiday, in inverse seniority.
- E. If, after the posting period, a need develops for additional or replacement carriers, carriers shall be selected according to the same order as above.
- F. The Holiday Schedule must be posted no later than 3:30 P.M. on the Tuesday of the service week preceding the Holiday.
- G. For the purposes of holiday scheduling, no more than 5% of the city routes will be scheduled as open, utilizing the South Windsor city carrier work force.

ITEM #14

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

- A. The overtime desired list for the carrier craft will be by unit.

- B. Employees desiring to work overtime shall place their names on either the “Regular Scheduled Day Overtime Desired” list, the “Overtime for eight hours per day on N/S Day” 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. However, Management does not have to immediately honor the request if the employee is needed for overtime on the day the request is made. 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.
- C. After the quarter has begun, overtime necessary will be given to those on the overtime desired list in such 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 opportunity for overtime and the hours worked will be totaled weekly and carried forward to the next week’s sheet.
- D. Pivots/Splits will be distributed on the basis of highest to lowest seniority.
- E. All opportunities for overtime and hours worked on overtime will be recorded. In addition to opportunities taken and hours

worked, opportunities refused and hours lost will be recorded as though taken and will be written in “red” indicating “refused.” The refused opportunities and lost hours will be totaled with hours actually worked.

- F. The total 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 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.
- H. If a carrier receives a new non-scheduled day, he/she will carry their accumulated opportunities and hours worked with them to the new non-scheduled day listing within the unit.
- I. In order for a carrier to be charged with an overtime opportunity the carrier must be actually contacted and refuse the opportunity.
- 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-regular (reserve carrier, duration assignment, duration assignment carrier) on his/her string of five 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. Only carriers who have indicated “yes” will have their names placed on the overtime desired list.
- L. 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, as acting supervisor must voluntarily terminate the detail, however, the detail of an acting supervisor will not be terminated to circumvent the above.
- M. Letter carriers with restrictions may be allowed to place their names on the overtime desired list and may work overtime in accordance with restrictions if work is available.

ITEM #15

NUMBER OF LIGHT DUTY ASSIGNMENTS – ASSIGNMENTS 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 place up to one (1) incapacitated carrier on light duty assignments within the carrier craft.
- C. Every effort will be made to employ the injured employee within the M.S.C.

ITEM #16

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, if possible, state the anticipated duration of the convalescence in order to be allowed permanent/light duty.
- B. Once approved, the employer will establish positions consisting of eight (8) hours, which will be designated as light duty assignments for letter carriers, in normal letter carrier tour in 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 on Tour 1 and/or three (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

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 and flats;
 4. Re-labeling carrier cases;
 5. Coverage of suitable collection routes;
 6. Re-writing carrier's route books;
 7. Labeling inside of apartment boxes;
 8. Training employees when, in fact, training is done at the station level; and only if the injured employee is a certified O.J.T.;
 9. Keeping 3982's up to date when regular carriers are out on extended absences;
 10. Delivering parcel post on overburdened routes when it is medically approved and not in conflict with the physician's orders;
 11. Answering phone calls within the delivery unit.
 12. Follow up on Customer Connect leads.

- 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 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 reassign 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 stated.
- D. 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.
- E. 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.
- 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

IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION AND POLICY FOR REASSIGNMENTS WITHIN AN INSTALLATION OR ZONE EMPLOYEES EXCESS TO THE NEEDS OF THE INSTALLATION OR ZONE

- A. A section shall be defined as a unit throughout the South Windsor Post Office. It is agreed that the South Windsor 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 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) or 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. Management agrees to provide employee parking in excess of the needs of the postal service.

- B. Management will provide a minimum of five (5) permanent parking spaces for postal vehicles for the city carrier craft closest to the facility, under the covered overhang loading area. The five (5) assigned city carrier postal vehicle spaces will be designated by preference of the city carriers with the highest seniority in the 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

- A. Attendance at union functions by union officers and duly elected delegates will not be included in the number of carriers off during the choice vacation period, for emergency meetings called with a limit of two (2) men or women.

ITEM #21

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

- A. The provision(s) of Article 41, Section 3, Paragraph O, shall prevail for the life of this memorandum.
- B. The use of telephones by authorized union officials and stewards upon request to management for local calls relating to the administration of the National Agreement.
- C. Labor-management meetings will be held once quarterly, or when requested by either party. The date and time will be mutually agreed to, but no later than (2) weeks from the date either party receives a request to hold such a meeting.
- D. Wearing of Uniforms:
 - 1. On or about November 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.
- E. The South Windsor Union steward has been designated room #610 located to perform the duties as a union official in the South Windsor facility.
- F. City carriers in the South Windsor office will have the right to waive their lunch. When requesting to waive lunch, the carrier(s) must submit a PS Form 3971 prior to leaving on the street. Approval/disapproval will be completed by Management in a timely manner. No letter carrier shall be refused a waiver of lunch solely because it may cause overtime.

ITEM #22

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

All notices of vacancy in assignments shall remain posted for ten (10) days except in the months on 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. Posting and bidding for duty assignments shall be installation wide.

- A. Route regulars: work on the same established route each day, including non-scheduled days.
- B. Utility carriers: work on routes covering non-scheduled days by bid.
- C. Swapping of bid positions among regulars is not permitted.
- D. 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 posting or the bids will be reposted.
- E. 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 to the personnel section prior to the time and date of closing. Bids submitted will be acknowledged by a receipt.

- F. Utility carriers may bid on other utility assignments within the same stations.
- G. The letter carrier's route may be posted for bid if there is a change of more than one (1) hour in the starting time for a letter carrier's route. The letter carrier will have the option of accepting the change in starting time of more than one (1) hour or allowing the route to be posted for bid installation wide.
- H. When a regular route carrier is called in on his/her day off to work his/her own route, he bumps the utility carrier to one of the other four routes in his string of routes. To enable the utility 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 utility carrier's string of routes and if none of the routes in his string of available.
- I. When a carrier is the senior bidder within his delivery unit, he may be detailed, upon written request, for a period not to exceed three (3) days in the new assignment prior to being awarded the bid position. If after trying out a new assignment on a detail basis, the senior bidder desires to cancel his bid and remain on his old assignment, he must do so immediately upon termination of the detail. No request for bid cancellation will be honored once a carrier is officially placed in his new bid assignment.

- J. No assignments will be reposted unless an error was made in posting.
- K. Seniority shall be the date shown on the official list issued by the personnel section. It is incumbent upon the employer to see that the date is correct.
- L. No letter carrier shall obtain a Position A & B unless he/she bids for it and they are the senior carrier bidding. In the event there is no bid for a vacancy, the junior full time carrier (see attached copy) without a bid will 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.
- M. If the assigned junior full time regular is on a hold down, that full time regular may choose to remain on the hold down for its duration or voluntarily end the hold down and assume the new position.
- N. When the utility route carrier is called in on his/her off day, he/she will work a vacant route within his/her string, if available.
- O. If more than one (1) of the utilities strings is open, the utility carrier will select the one he/she wants to do.
- P. A utility carrier called in on his/her off day can bump a carrier on a duration assignment on one of the utility's string if none of the other routes in his/her string is available.

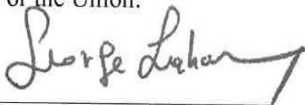
Q. If none of the utility carrier's string is available, he/she may be allowed to exercise his/her preference on a vacant assignment.

R. 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 posting. Hold-down assignments are awarded to 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 opt starting providing the time frame of the request allows doing so. Once an available hold-down position is awarded, the opting employee "shall work that duty assignment for its duration."

Letter carriers doing training of new employees or retraining of employees will receive higher level pay, Level 6 or higher, depending on training. This includes on the job trainers (OJT).

This Local Memorandum of Understanding is entered into on June 10, 2025 at the South Windsor 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

6/10/2025

Date

For the United States Postal Service



Megan Fornabi, Postmaster

United States Postal Service

South Windsor, Connecticut 06074-9998

6/10/25

Date

