

**Memorandum of Understanding
Between**

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



**And
United States
Postal Service**

Terryville, Connecticut 06786-9998

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 TIME

A reasonable amount of wash-up time will be granted to all carriers engaged in dirty work and/or toxic work. 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

Full time regular letter carriers will have rotating non-scheduled workdays. Full time regular carriers will be permitted to choose his/her non-workday each year during the life of this agreement. This choice will be made in order of seniority between November 15-28th each year, and become effective on the first Saturday of the first full pay period of the new calendar year.

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. The curtailment or termination of postal procedures and operations due to any emergency will be made by the postmaster for each individual situation.
- B. Consideration for 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.
- C. Consideration will be given to “Acts of God” such as storms, fire, floods, community disasters 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 to work (as defined in the Employees and Labor Relations Manual.)
- D. Every effort will be made to disseminate this information utilizing all available media.

- E. Any decision to terminate or curtail postal operations by management would certainly utilize the safety and health consideration of letter carriers. It is further mutually agreed that management will contact the Public Works Department and the Police Department to determine prevailing conditions existing which might jeopardize or imperil the safety of the city carriers in effecting delivery of mail on any or all city routes of the Terryville, CT Post Office; the result of such inquiry to be made known to the local president or designee of Merged Branch 86.

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. Vacation preference will be granted in order of seniority within the installation.
- C. Military leave in units of 5, 10 or 15 days taken during the choice vacation period will be charged against the choice period.

- D. A seniority based round robin selection process will be utilized to submit annual leave requests. First round selections must be filed between March 1-18 each year of the agreement. Each carrier will have 3 calendar days to submit their choice to meet this timetable. A second round of request will be accepted March 19-31, subject to the provisions of Article 10, Section 3D2 concerning the maximum allowable days of continuous leave to be granted. Seniority selection will again apply, with 2 calendar days per carrier allotted for this round.
- E. (See Item #10 for notification procedures.)
- F. First consideration will be given for granting annual leave for one delegate to attend the state conventions. The union will submit to the employer a list of the delegate within thirty (30) days prior to the convention date.
- G. Carriers who become ill while on annual leave during the choice period shall be allowed to change the annual leave and select another period of time that is vacant, equal to the amount of sick leave used.
- H. In the event of death in the immediate family, a carrier on annual leave during the choice period shall be allowed another selection that is vacant.

- I. 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 a shortage of carriers due to the detailing of a letter carrier to a higher level assignment during the course of a service week. Management will make every reasonable effort to accommodate annual leave request to prevent carriers' forfeiting of excess annual leave.
- J. No letter carrier will be called into work on their non-scheduled work day while on vacation during the choice vacation period.
- K. 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 cancellations must be in writing, and meet with the approval of the union and the employer.
- L. 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)

The choice vacation period will be from May 1st through October 31st, plus the service week of Thanksgiving. The calendar week of December 26th thru January 1st will be included in the prime time vacation.

ITEM #6

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

Vacation during the choice vacation period shall begin on Monday at 12:00 a.m. and end on Sunday at 12:00 p.m.

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, or one (1) choice of 15 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 without the concurrence of the union and management.

- B. Once an employee has been notified of the weeks available, he/she will be allowed three (3) scheduled work day to make their selection. If an employee has made no selection at the end of three (3) scheduled work days, the selection list will be passed on to the next senior employee and the process will continue. Employees not available to make their selections will be notified by the employer by certified mail or the telephone with union verification, or by receipt, to respond. If an employee does not respond, the selection list will continue to the next senior employee and the process will continue. Employees equal to the number or percentage allotted off during the choice period within the unit will be contacted.
- C. 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 will not be charged to the choice vacation period.
- B. Annual leave to attend a national or state convention, if applied for prior to March 1st, will count toward the quota for the choice vacation period.
- C. Management will make every reasonable effort to accommodate annual leave requests to attend national or state conventions if submitted after March 31st.
- D. An employee who is called for jury duty during the choice vacation selection or who attends a national, state or regional convention during the choice vacation period is eligible to apply for another available choice.
- E. Letter carriers will be allowed to request schedule changes for jury duty. This includes daily hours and non-scheduled days, so as the letter carrier schedule will be the same as the jury duty schedule.

ITEM #9

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

In the letter carrier craft during non-choice time, there will be a minimum of one (1) carrier allowed off each day with a preference given to period of full weeks.

ITEM #10

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

- A. Employees will be notified by posting of the first choice selections no later than March 18th. Employees must be notified by posting the final vacation schedule in stations no later than April 2nd or the first Friday in April, whichever is later. A copy of the annual leave schedule is to be furnished to the NALC, 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.
- B. 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

See applicable provisions of the National Agreement Article 10, Section 4, Paragraph A.

ITEM #12

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

- A. For annual leave other than for the choice vacation period, employees submitting a PS Form 3971 seventy-two (72) hours in advance, shall be given a decision within (48) hours under normal conditions. Failure to notify within 48 hours under normal conditions will automatically result in the granting of the leave.
- B. Requests for non-choice annual leave will be accepted starting September 1 each year. Approval will be based on date of receipt of the PS Form 3971. If multiple requests are received on the same day, then seniority will be the determining factor.

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 employees to the maximum extent possible regardless of the necessity to pay overtime.
- B. Full time regulars who volunteer to work either their holiday or their non-scheduled day shall be combined into a single group, ranked in seniority order, and selected in seniority order.
- C. City Carrier Assistant (CCA's) employees will be scheduled for work on a holiday or day designated a holiday after all full time volunteers are scheduled to work on their holiday or designated holiday. They will be scheduled, to the extent possible prior to any full time non-volunteers being required to work their holiday or designated holiday.
- D. Full time regular carriers who did not volunteer to work their non-scheduled day in inverse seniority.
- E. All full time regular carriers who did not volunteer to work their holiday in inverse seniority order.

ITEM #14

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

The overtime desired list will be maintained by carrier tour.

ITEM #15

NUMBER OF LIGHT DUTY ASSIGNMENTS – ASSIGNMENT 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.
- B. The employer agrees to place up to one (1) incapacitated carrier on light duty within the installation as work is available.
- C. If insufficient light duty work is available within the installation, management will attempt to procure additional light duty work within Waterbury M.S.C.

ITEM #16 & #17

ASSIGNMENT OF ILL OR INJURED REGULAR SUBSTITUTE EMPLOYEES

- A. Request(s) for temporary or permanent/light duty will be put into writing and submitted to the installation head for approval. The request will be support by medical proof of illness or injury and, if possible, state the anticipated duration of the convalescence in order to be allowed light duty.
- B. The Postmaster will make every effort to employ letter carriers in their own station(s) or branch(s) for light duty assignments.
- C. Light duty assignments within the stations 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 carriers' route books;
 - 7. Labeling inside of apartment boxes;
 - 8. Training employees when, if fact, training is done at the station level;

9. Keeping PS Form(s) 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 physicians' orders;
 11. Answering phone calls within the delivery unit.
- D. 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.
- E. 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 employees office. When a request is denied, the employee will be notified in writing and the reason for the denial stated.
- F. If light duty is available in another craft, the president of the craft concerned will be involved to the discussion prior to the assignment when possible.
- G. 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.

- H. The employer and the union will meet to review auxiliary routes for the possibilities of designating these routes as permanent light duty assignments.
- I. Letter carriers will be allowed to case mail on his/her regular duty assignment if such casing meets medical restrictions, 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 Terryville Post Office. It is agreed that the Terryville 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 assignment 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 in accordance with posting procedures in this article.

ITEM #19

THE ASSIGNMENT OF EMPLOYEE PARKING SPACES

Management agrees to provide employee parking as long as the Terryville Post Office is domiciled at 19 N. Riverside Avenue, Terryville, CT 06786

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 for union officer to attend union functions, and for duly elected delegates, will count toward the quota for the choice vacation period if applied for prior to March 1st.
- B. Management will make every reasonable effort to accommodate annual leave to attend union functions if submitted after March 31st.

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 the National Agreement, Article 41, Section 3, shall prevail.
- B. 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 routes 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 fulltime duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this article.
- C. The employer will advise a carrier who has properly submitted a carrier auxiliary control form 3996 of the disposition of the request promptly after review of the circumstances at the time. The employee, upon request, will be provided a form 3996, carrier auxiliary control, after the supervisor has been verbally informed as to the reason for the request. The employee shall not be denied the form, and, upon request, a duplicate of the completed form will be provided the employee.

- D. Carriers shall not finger mail when driving or when walking up or down steps or curbs, when crossing streets, or at any time it would create a safety hazard to the carriers or the public. Consistent with the efficiency of the operation, mail shall be placed in delivery sequence in a bundle(s) during strapping out. The employer shall not be required to conduct a special count or routes inspection as a result of this agreement.
- E. Supervisors shall not require nor permit employees to work off the clock.
- F. Wearing of uniforms:
On or about November 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 15, the same two parties will meet to establish the change date for the spring season.
- G. The use of telephones by authorized union officials and stewards for local calls to the administration of the National Agreement and the local agreement will not be unreasonably denied.
- H. Labor/management meetings will be held when requested by either party, not to exceed more than once a quarter.

ITEM #22

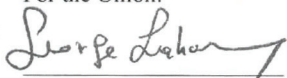
LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATIVE TO SENIORITY, REASSIGNMENT AND POSTING

- 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 be 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.
- B. Route regulars: work on the same established routes each day, including non-scheduled days.
- C. Utility carriers: work on routes covering non-scheduled days by bid.
- D. Swapping of bid positions among regulars is not permitted.
- E. Bids must be in the personnel office by the time and date stated on the bid notice. A union representative must review the bids within five (5) working days prior to the award; if not reviewed, the award will not be posted.

- F. To withdraw a bid, the postmaster 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.
- G. A letter carriers route may be posted for bid if there is a change of more than one (1) hour in the starting time for the letter carriers route. The letter carrier will have the option of accepting the change in starting time or allowing the route to be posted for bid installation wide.
- H. When a regular route carrier is called in on his/her off day, they will work his/her own route.
- I. No assignments will be reposted unless an error was made in posting.
- 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.

This Local Memorandum of Understanding is entered into on June 13, 2025 at the Terryville, Connecticut Post Office between representatives of Branch 86 of the National Association of Letter Carriers and the United States Postal Service. This is effected pursuant to the local implementation provision of the 2023-2026 National Agreement.

For the Union:



George G. Laham, President

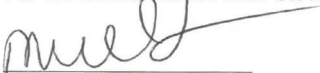
N.A.L.C. Merged Branch 86, AFL-CIO

Hartford, Connecticut

6/13/25

Date

For the United States Postal Service



Mike Fontano, Postmaster

United States Postal Service

Terryville, Connecticut 06786-9998

6/13/25

Date

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