

**Memorandum of Understanding
Between**

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



**And
United States
Postal Service**

Unionville, Connecticut 06085

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 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 Unionville Post Office will have fixed days off.

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 notification by the union.

ITEM #3

GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS

- A. 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.
- 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 group of employees from working or reporting for work.
- C. Every effort will be made to disseminate this information utilizing all available media.
- D. Every effort will be made to notify all employees as soon as possible when such weather conditions or disasters/ disorders occur.

- E. The President of Merged Branch 86 or his/her designee will be notified of such termination or curtailment of operations. 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 for the curtailment of postal services:
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 damage from falling trees and limbs, electrical wires and other falling or blowing objects.
- 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.
- H. The curtailment or termination of postal procedures and operation due to any emergency will be made by the Postmaster for each individual situation.
- I. In case of emergency for "Acts of God" call local number 860-675-6339. If no response, call Postal Emergency Hotline 1-888-363-7462

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 on a work unit basis, for work units in effect at the time of bidding. Work units will be defined as follows: Unionville, Connecticut Post Office.
- 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. Letter Carriers, including City Carrier Assistants, will make their first selection for the choice vacation period from February 1st through February 28th for the first selection.
- E. Letter Carriers, including City Carrier Assistants, will make their second selection for the choice vacation period from.....
- F. (See Item #10 for notification procedures.)

- G. First consideration will be given for granting leave for up to one (1) delegate to attend conventions during non-choice periods. The union will submit to the employer the name of the delegate within thirty (30) days prior to convention date.
- H. 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.
- 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 cancellations – 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.
 - 1. When a vacant week occurs during the choice period as a result of cancellation, those weeks will be posted and awarded within the unit by seniority
 - 2. If a canceled week is not bid, carriers shall have the opportunity to bid in increments of eight (8) hours.
 - 3. No letter carrier will be denied annual leave if the unit's quota for annual leave is not met.

- 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 in to work on his/her non-scheduled work day while on vacation during the choice vacation period.
- M. No letter carrier will be denied annual leave in hours or days for any unbid choice vacation period provided 72 hours advance notice is supplied.
- N. Emergency leave will be granted when the health, welfare, and safety of an employee or family is involved, pending acceptable documentation.
- O. Military leave will not be counted as part of a carrier's selections for the choice vacation period, it will not count against the union quota for the choice vacation period.
- P. In the letter carrier craft, there will be a minimum of 15% allowed off each day with a preference given to a period of five (5) days. City Carrier Assistants will be included in the complement of employees in determining the percentage of carriers allowed off during the Choice Vacation Period. No employee will be denied annual leave if the 15% has not been met.

ITEM #5

THE DURATION OF THE CHOICE VACATION PERIOD(S)

- A. The last Monday in May through the second Sunday in October.

ITEM #6

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

- A. Vacation during the choice vacation period shall begin on Sunday at 12:01 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), ten (10) or fifteen (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 with concurrence of union.

- B. Once an employee has been notified of the weeks available, he/she will be allowed three (3) scheduled work days to make their selections. 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 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 or attending a national or state convention of his/her craft will not be charged to the choice vacation period and will be in addition or the number allowed off on annual leave.
- B. Letter carriers will be allowed schedule changes for jury duty. This includes daily hours and non-scheduled days, so as the letter carrier schedule will be the same as his/her jury duty schedule.

ITEM #9

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

- A. The maximum number of carriers who shall receive leave each week during the choice vacation period shall be 18% of the carriers on the rolls as of February 1st of each year. City Carrier Assistants will be included in the complement of employees in determining the percentage

of carriers allowed off during the Choice Vacation Period.

- B. In computing the percentage (18%) 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 whole number.
- C. When vacant weeks occur during the choice vacation period, those weeks will be offered within the Unionville Post 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. Employees will be notified by posting of the first choice selections no later than March 2nd. Employees must be notified by posting the final vacation schedule in station no later than the first Friday in April. A copy of the annual leave schedules is to be furnished to the NALC, Merged Branch 86, by mail simultaneously with the posting of the schedule. 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

- A. The employer shall, not later than November 1st, publicize on bulletin boards and by other appropriate means, the beginning day of the leave year, which shall begin with the first day of the first full pay period of the calendar year.

ITEM #12

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

- A. Submission of PS Form 3971 after December 1st for period beginning the new leave year in January to the beginning of the prime time period. Submit 3971 not prior to August 1st for the period which encompasses the end of prime time through the end of the year.

- B. During the non-choice vacation periods, 15% of the carriers will be granted leave at the same time. Additional requests for single or partial days of annual leave shall be approved if there are a sufficient number of replacement employees available and the use of overtime is not required. Employees may consider the application for annual leave approved unless they are notified otherwise within two (2) days, excluding Saturday, Sunday and holidays, after receipt of the application by the supervisor.
- C. For annual leave other than for the choice vacation period, employees requesting annual leave by submitting a PS Form 3971 by Tuesday, 9:00a.m. of the prior week, shall be given a decision within 24 hours under normal conditions. Failure to notify within 48 hours under normal conditions will automatically result in the granting of 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 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 premiums.
- B. All full time regular employees who volunteer to work either their holiday or their non-scheduled day shall be combined into a single group, ranked in seniority order.
- C. City Carrier Assistants to the maximum extent possible regardless of the necessity to pay overtime premiums.
- D. All full time regular employees who did not volunteer to work their holiday in inverse seniority order.
- E. If, after the posting period, a need develops for additional or replacement employees, employees shall be selected according to the same order as above.

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.
- B. The overtime desired list will be compiled two (2) weeks prior to the start of each calendar quarter. The responsible supervisor will post an OT list for full-time regular carriers. The carrier will be required to initial his/her choice of “yes” or “no.”
- C. After the quarter has begun, any 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 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 to the next week’s sheet.

- D. In order to ensure equitable opportunities for overtime for all employees on the overtime desired list, the employer will contact those employees who are on annual leave or sick leave the day prior to their non-scheduled day, when overtime is available for those employees. Employees on annual leave the day prior to and the day after their non-scheduled day will not be contacted.
- E. All opportunities for overtime and hours worked on overtime will be recorded. In addition to 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 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 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. In order for a carrier to be charged with an overtime opportunity the carrier must be actually contacted and refuse the opportunity.
- I. 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.
- J. Only carriers who have indicated “yes” will have their names placed on the overtime desired list.
- K. 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.
- L. Letter carriers with medical restrictions will be allowed to place their names on the overtime desired list and may, if work is available, work overtime in accordance with restrictions.

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.

ITEM #16 & #17

METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS - ASSIGNMENTS OF ILL OR INJURED REGULAR OR SUBSTITUTE EMPLOYEES

- 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 if 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 3 for additional hours.
- D. The Postmaster will make every effort to employ letter carriers in their own office for light duty assignments.
- E. Identification of light duty assignments within the Unionville Post Office 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 new employees when, if fact, training is done at the office level;
 - 9. Keeping PO Form(s) 3982 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' office;

11. Answering phone calls within the office.

- F. 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.
- G. 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.
- H. 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.
- I. 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.
- J. 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 Unionville Post Office. It is agreed that the Unionville Post Office shall be known as an installation.
- B. When a letter carrier route or full time duty assignment other than the letter carrier routes(s) or full time 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 routes(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 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 SCHEDULES 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 period.

ITEM #21

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

- A. When a letter carrier route or full time assignment, other than the letter carrier's 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, highway, housing projects, all routes and full time 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 a bid in accordance with the posting procedures in this article.

- B. The use of telephones by authorized union officials and stewards for local calls relating to the administration of the National Agreement shall be permitted.
- C. The N.A.L.C. will be informed concerning changes in existing regulations relating to the duties and functions of city letter carriers.
- D. A labor-management meeting will be held once quarterly, or when requested by either party. The date and time will be mutually agreed to, but no later than two (2) weeks from the date either party receives a request to hold such a meeting.
- E. Wearing of Uniforms:

On or about November 14th 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 25th, the same two parties will meet to establish the change date for the spring season.

ITEM #22

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

All notices of vacancy in assignments shall remain posted for ten (10) days except in the month 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. Posting and bidding for duty assignments shall be installation wide except as eliminated in Item 18.

- 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. Duration of absence – he/she shall work assignment for its duration (five (5) days or more) of absence.
- D. Scheduled absence of less than five (5) days – seniority must be used to the maximum extent possible in scheduling available hour of work for period of less than five (5) days in determining preferences for assignments when an individual has already been scheduled for leave.
- E. Swapping of bid positions among regulars is not permitted.

- F. 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.
- G. To withdraw a bid, the personnel section must be notified in writing prior to the closing time and date of the bids. To renew a bid that was withdrawn, a new bid must be submitted to the personnel section prior to the time and date of closing. Bids submitted will be acknowledged by a receipt.
- H. No letter carrier shall obtain a Position A and 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, without a bid and not on a hold down assignment, 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.
- I. 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.
- J. Letter carrier 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 training (OJT).

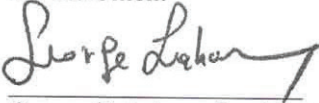
- K. Saturday off is a preferred day and is granted by seniority, installation wide. Those carriers refusing or accepting Saturday off must notify the manger of delivery and collection when and if they do or do not want Saturday off. If a carrier refuses Saturday off and wishes to reapply, he must notify the manager of delivery and collection in writing.
- L. A letter carrier's route may be posted for bid if there is a change of more than one (1) hour in the starting time of a letter carrier's route. Letter carriers 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.
- M. When the regular route carrier is called in on his off day to work his 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, under the provisions of Article 41, Section 2B3, 4 and 5 as long as such route is one of the utility carrier's string of routes and if none of the other routes in his string is available.
- N. In the event a regular routes carrier is called in on his/her non-scheduled work day, for route work, that carrier shall be assigned to his/her own assignment. Utility carriers working their non-scheduled work day, or "bumped" from their normal route assignment will be assigned, at their preference, to any

route within their string not held down by a regular route carrier. If no route is available in the utility carrier's string, the utility carrier shall be assigned outside the string in the same manner. Any part time flexible carrier "bumped" by a regular route carrier or utility carrier will be assigned to any vacant assignment.

- O. Letter carriers, when accepting new bids may have the option of keeping their non-scheduled day with them. In turn, the vacant route will have the residual day off assigned to it.
- P. Mutually agreed to delete the language added in meeting on October 26th, 2017.

This Local Memorandum of Understanding is entered into on June 6, 2025 at the Unionville 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:

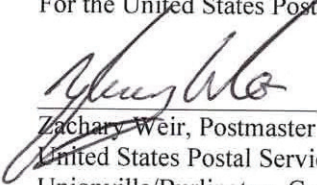


George G. Laham, President
N.A.L.C. Merged Branch 86, AFL-CIO
Hartford, Connecticut

6/6/2025

Date

For the United States Postal Service



Zachary Weir, Postmaster
United States Postal Service

6/6/2025

Date

Unionville/Burlington, Connecticut 06013-9998

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