

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



**And
United States
Postal Service**

Wilton, Connecticut 06897

2023 - 2026

ITEM #1

Both the Employer and Branch recognize the desirability of Carriers in presenting a clean, neat appearance. To implement this policy, Carriers shall be granted reasonable time to wash-up prior to delivering on the street and prior to clocking out for the day. Every Letter Carrier working as a Router shall be granted two (2) periods of reasonable wash up time before lunch, and prior to clocking out for the day.

ITEM #2

- A) All Regular Carriers assigned to a Route, or set of Routes, will be on a fixed work schedule in regard to their day off.
- B) Non-scheduled work days for all City Routes and/or set of Routes, will be re-posted during the months of December and June of each year. The new days off selection will take effect the first full week in January and the first full week in July. Any resulting realignment of relief assignments will be awarded on the basis of seniority.
- C) Carriers may exchange non-scheduled work days, if prior approval is granted by Management and condoned by the Shop Steward on PS Form 3189.
- D) An updated roster listing all Carriers in order of seniority for the Installation shall be posted once every year.

ITEM #3

Letter Carriers shall not be required to attempt delivery during periods of inclement weather of such severity that Civil Authorities (i.e. city mayors, selectmen, state highway police authorities, state highway administrative authorities, or the Governor) have advised the public by radio, television, or other media, not to travel public streets or highways.

ITEM #4

- A) Exchange of choice Annual Leave periods subject to the disapproval, for justifiable reasons, may be permitted only after all carriers senior to the exchange have been offered said period. In the event of a request for exchange, the Supervisor shall be notified seven (7) days in advance of the pre-posted change. At this time the Supervisor shall post said period for four (4) calendar days. The senior Carrier who applies, and is entitled to it, shall be granted Leave.
- B) No Carrier will be called into work while on Annual Leave.
- C) All cancellations will be re-posted for a period of four (4) calendar days as soon as management is notified of the cancellation. The senior Carrier who applies for said period, and has ample Annual Leave to cover said period, shall be granted the Leave.

- D) A Vacation List with blocks (or lines) for affixing signatures representing the calendar weeks available for Annual Leave (the number and distribution of which are to be calculated and determined by Item 9 of the Local Agreement) will be circulated among the Carriers.
- E) The most senior Carrier in the Carrier Craft will have the first opportunity to make his/her selections of choice Annual Leave by signing his/her name in the block (or line) of the corresponding week(s) on the Vacation List.
- F) The Vacation List will circulate following the seniority roster of the Carrier Craft.
- G) The proper circulation of the Vacation List will be the responsibility of the Local Shop Steward and one other Local Union Officer who does not have the same non-scheduled day as the Shop Steward.
- H) The Shop Steward will retain the original copy of the Vacation List and make a copy to circulate.
- I) The Shop Steward or other Union Officer will review the selections and consult with any Carrier who has violated the provisions of Article X, Section 3, Items D1 & D2 of the National Agreement or Item 7 of the Local Agreement in making their selections before passing the list to the next senior Carrier.

- J) If a Carrier fails to make his/her selection within two (2) days, the Carrier may request that he/she be allowed to record his/her selection after the next Carrier on the seniority roster has recorded their selections.
- K) Within ten (10) days after the completion of the selection of choice vacation weeks by the Carriers, Official notice of approval of the vacation schedules for the Carriers shall be posted on the Carrier Craft bulletin board, and a copy of same given to the President or Shop Steward of the Local Union.
- L) Immediately following the last week in November, the Vacation List for the upcoming Leave Year will begin to circulate. This list will be completed by the beginning of the upcoming Leave Year. The beginning of the Leave Year is considered to first full pay period of the new calendar year. Each Carrier will be limited to two (2) days (48 hours from the time of receipt of the Vacation List). Sundays and Holidays do not count as part of the Carrier's selection time.

ITEM #5

- A) The choice vacation period shall consist of 27 weeks, beginning with the week before Memorial Day and ending the first full week of November (25 weeks).

The week of Thanksgiving and the week after Christmas (26 December) will be part of prime-time vacation.

ITEM #6

- A) Letter Carriers will start their vacations on Monday and end on Sunday. They will return to work on the Monday following their vacation, unless that Monday is a holiday or a non-scheduled work day. In the event of the latter, the Carrier will return to work on the Tuesday following the end of their vacation.
- B) If the Carrier desires to work on his/her non-scheduled day or Holiday following their vacation, he/she must submit a PS Form 3971 stating their availability to work on their nonscheduled day or Holiday following their vacation.

ITEM #7

Letter Carriers, at their option, may request two (2) selections during the choice vacation period in Units of either five (5), ten (10), or fifteen (15) days on the first choice as provided in Article X, Section D of the National Agreement.

ITEM #8

- A) Jury Duty will not be considered as part of the quota of Carriers off during the choice vacation period.
- B) A Carrier attending a National or State Convention during the choice vacation period will not be counted in the number of carriers scheduled off during that period.
- C) Military Leave will not be counted as part of a Carriers selections for the choice vacation period, nor will it count against the Branches quota to the choice vacation period.

ITEM #9

- A) During the choice vacation period at least 12% of the Carrier workforce including CCAs shall be granted annual leave.
- B) After the choice Vacation list has been circulated, there shall be a second go around of said list. Carriers who have not selected their maximum of fifteen (15) days of Annual Leave during the choice vacation period shall be allowed to select during the second go around.
- C) During the non-choice vacation period at least 10% of the Carrier workforce including CCAs shall be granted annual leave.

ITEM #11

No later than November 1st of each year, Management will notify all Carrier Craft Employees of the beginning date of the new Leave Year. The General Orders with information will be read to all Employees and posted on the Employee bulletin board.

ITEM #12

Carriers will submit PS Form 3971 in triplicate no more than ninety (90) days in advance. At the time of submission, Management will return the bottom copy to the Employee with the date, time, and signature of the Management personnel receiving the notification.

Management will return the next copy of the PS Form 3971 to the Employee no later than 48 hours from date of submission showing the action taken.

The date of submission of PS Form 3971 will be on the initial requests for Annual Leave outside the choice vacation period. Seniority will be used as a determining factor for a PS Form 3971 submitted on the same day requesting the same time off.

If the Carrier submits a PS Form 3971 less than ten (10) days prior to the Annual Leave request, he/she will be given notice no less than twenty-four (24) hours prior to the request.

In cases where advanced commitments (weddings, religious events, deaths, etc.), Carriers will be granted sufficient Leave.

ITEM #13

A list will be circulated on which Carriers will indicate whether they desire to work on Holidays. This list will be revised yearly.

Management will select Carriers to work on Holidays in the following order:

- 1) Part-time Flexibles
- 2) Full-time Regulars who volunteer to work on their Holiday, or designated day as their Holiday, by seniority
- 3) Full-time Regulars who volunteer to work on their non-scheduled day, by seniority
- 4) CCAs
- 5) Full-time Regulars who did not volunteer on what would otherwise be their non-scheduled day, by inverse seniority
- 6) All other non-volunteer Full-time Regulars, by inverse seniority

If after the posting period, a need develops for additional or replacement Employees, Employees shall be selected according to the same order as outlined above.

ITEM #14

- 1) The compiling of an “Overtime Desired” list shall be by section. The Overtime Desired” list breakdown will be:
 - (A) 12-Hour List — Will include all Overtime assignments up to twelve (12) hours. Your non-scheduled day will be included up to eight (8) hours.
 - (B) Work Assignment — Carrier will work Overtime up to ten (12) hours only on their Route or string of Routes. Non- scheduled day not included.
- 2) Mandatory Overtime Scheduling will be as follows:
 - (A) Non-scheduled Carriers will work up to eight (8) hours.
 - (B) Non-overtime Carriers will work ten (10) hours. (C) Overtime Carriers will work twelve (12) hours.
 - (C) Part-time Flexible Carriers will work twelve (12) hours.

Mandatory Overtime will be posted by 10 AM the day before, but in the event of unexpected events, Mandatory Overtime will be posted by 4 PM. This will affect only the scheduled Carriers for the following day.

ITEM #15

There shall be, established by the employer, two (2) positions consisting of eight (8) hours, where possible, which shall be designated as Light Duty assignments for Letter Carriers.

ITEM #16

Management will reduce the hours of the Supplemental Workforce (CCAs) in order to reserve a sufficient Number of Light Duty Assignments.

ITEM #17

A) Identification of Light Duty assignments:

A “Light Duty” assignment is any assignment within the physical capability of an Employee who is temporarily or permanently incapable of performing his/her normal duties as a result of an illness or injury.

B) Identification of Light Duty assignments:

It is agreed that Light Duty assignments within the stations or branches, for Letter Carriers, may include, but not limited to:

- (1) Assisting Route by setting up mail.
- (2) Assisting the Supervisor in updating class labels.
- (3) Updating and rewriting Carrier Route books.
- (4) Collections.
- (5) Delivery of Express Mail.

- (6) Re-labeling all cluster boxes (NDCBU's).
- (7) Training new Employees.
- (8) Answering the telephone and other related office duties.
- (9) Updating PS Form 3984's.

ITEM #19

The US Postal Service in Wilton, CT shall provide parking spaces for each Employee in the Letter Carrier Craft. Any cost incurred in doing so shall be borne solely by the USPS.

ITEM #20

A Carrier who requests Annual Leave to attend Union Activities prior to the determination of the choice vacation schedule shall be granted same in conformity of Article X, Section of the National Agreement.

ITEM #21

In the event a Full-time Letter Carrier's Route is abolished or declared excess, NALC Branch 86 and Management agree that Article 4, Section 3, Item O, of the National Agreement will take effect.

ITEM #22

A Regular Letter Carrier brought in on their non-scheduled day will case and deliver their own Route. The displaced Carrier Technician (T -6) will do a Route in their own set, if there is an open Route, excluding a situation where a Route is being utilized for training purposes. If no Route in their set is open they may replace a Part-time Flexible of their choice, provided the Part-time Flexible is not on a "Hold Down." A Carrier Technician (T-6) will not be displaced by a Part-time Flexible provided the Part-time Flexible is not on a "Hold Down."

Additional items carried forward from the previous Contract, unmodified except as to Article and Section designations, are listed below for the purpose of convenience and centralization:

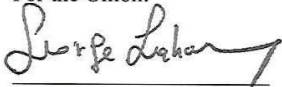
- 1) When an employee's efficiency regarding office standards (re: M-39 is questioned by Management), before any disciplinary action of any type may be taken, the employee shall be counseled with respect to the alleged deficiency
- 2) A Letter Carrier shall, upon request, have the right to inspect his Personnel Jacket. The Branch President, or his designee, shall also have the right, accompanied by the Carrier making the request or having written release from that Carrier, to see that Personnel Jacket.

- 3) A copy of letters posted, notices, or communications issued by the employer to its Carrier Craft employees relating to policy or matters which affect the employees of the Letter Craft, shall be furnished to the President or Secretary of Branch 86 prior to or at the time of issuance.
- 4) Branch 86 is entitled to one representative of its own choosing at Quarterly Labor-Management meetings. The installation head of the Wilton Post Office shall meet with Branch 86's appropriate representative for the agenda item(s) of discussion. Such meeting shall take place on the clock, in the first week of each quarter, or at any other time as may be mutually agreed upon, for such time as is necessary to dispose of the agenda item(s) of discussion, up to one hour. Special meetings may be called in an emergency situation by mutual agreement. The subjects of the agenda provided for will be those mentioned in Article XIV, Section 1, and Article XVII, Section 5, Christmas Operations, Employee Services Committee, and Joint Employees Benefit Committee.
- 5) Representatives of Branch 86 shall have the right to the use of Post Office telephones in the Post Office or in any station for the purpose of performing and engaging in Official Union duties and business related to the Collective Bargaining Agreement and the Local Memorandum of Understanding. The toll cost for such telephone use will be borne by Local 86. Unless the telephone use is directly related to the filing of a grievance, the use of the telephone and any related Leave status will be subject to approval by a Supervisor.

- 6) The successful bidder shall have retreat rights to his prior assignment for three (3) working days.
- 7) A City Route assignment shall be re-posted when the territory served is changed by 40%, and it will be the option of the Carrier involved as to which Route he/she wants, seniority notwithstanding, on the newly created route which contains the affected territory.
- 8) Vacant letter carrier assignments shall be posted for seven (7) days.

This Local Memorandum of Understanding is entered into on June 20, 2025 at the Wilton 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

6.20.2025

Date

For the United States Postal Service



Krystal Smith, ~~OTC~~ PM
United States Postal Service
Wilton, Connecticut 06897-9998

6/20/25

Date

