

**Memorandum of Understanding
Between**

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



**And
United States
Postal Service**

Windsor, Connecticut 06095-9998

2023 - 2026

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

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ITEM #1

ADDITIONAL OR LONGER WASH-UP PERIODS

Carriers may take wash up time follows:

1. Before leaving for his street duties
2. Before lunch
3. Before and after a comfort stop
4. Before ending his regular tour
5. Additional wash up time will be granted after sorting flats, circulars, ect., before handling first class mail

There will be a base minimum of two (2) minutes per day.

Such wash up time will be recorded on Line 21 of P.S. Form 1838, 1840 and 3999 and credited as part of the eight (8) hour evaluated work during routes inspection and adjustments.

ITEM #2

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

- A. The establishment of a regular work week of five (5) days with fixed days off.
- B. The letter carriers of the Windsor Post Office will have fixed days off.
- C. Upon notification from the union, the 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 OF TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES 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 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 to the Windsor installation.
- 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 danger 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 operations due to any emergency will be made by the Postmaster for each individual situation.

ITEM #4

FORMULATION OF LOCAL LEAVE PROGRAM

- A. Annual Leave (AL) will be granted on as liberal a basis as possible consistent with the needs of the service and sound business practices. Annual leave will be granted in accordance with Article 10 of the National Agreement.
- B. 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: Windsor installation, including CCA's.
- 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 (29th)
- E. Letter Carriers, including City Carrier Assistants, will make their second selection for the choice vacation period from March 1st through March 31st.
- 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 during non-choice periods. The union will submit to the employer the names of the delegates 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 to sick leave and select another period of time that is vacant, equal to the amount of sick leave used, not to exceed prior approved annual leave.
- I. In the event of a death in the immediate family, a carrier on annual leave during the choice period shall be allowed another selection that is vacant.

- J. Reposting of 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 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, the week(s) will be awarded to a carrier which was previously denied annual leave because the allotment was full. The pecking order for approval will be first come, first served, chronologically as the leave request was submitted.
 2. When a vacant week occurs during the choice vacation period as a result of a cancellation and there is no pending annual leave which was previously denied in weekly increments, the week(s) will be posted and awarded within the unit by seniority.
 3. If a cancelled week is not bid within 72 hours of posting, carriers shall have the opportunity to bid in increments of eight (8) hours, by seniority. Carriers that cancelled the week would be considered most junior carrier, in seniority. For the purpose of bidding on individual days.

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 72 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 the use of overtime during the course of the 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 carriers 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.
- O. Military leave will not be counted as part of a carrier's selections for the choice vacation period, nor will it count against the union quota for the choice vacation period.

- P. In the carrier craft, there will be a minimum of 10.5% of the total city carrier workforce, including City Carrier Assistants (CCA's) on the rolls as of February 1st of each year, off each day during the non-choice vacation period with preference given to periods of five (5) days or more. In computing the 10.5%, when the multiplication results in a decimal of .5 or above, the number will be rounded up to the next whole number. Likewise, when the decimal is less than .5, the number will be rounded down to the next whole number. No employees will be denied annual leave if the 10.5% has not been met and is applied for 72 hours in advance. (This will include requests of less than eight (8) hours)
- Q. Administrative leave – All employees may receive administrative leave when an “Act of God” occurs. (refer to Section 519, Employee & Labor Relations Manual.)
- R. Advance sick leave – No employee will be denied advance sick leave if requested. All requests must have medical documentation. All requests will be made to the Postmaster, who must answer the request within twenty-four (24) hours, as per the ELR manual.
- S. Blood donor leave – All employees will be allowed necessary and reasonable time to give blood.

- T. Military leave – any employee who chooses to take their military leave day by day and changes their non-scheduled day will be charged with an opportunity on the overtime desired list. The employee is working on his/her non-scheduled day for straight time.

ITEM #5

THE DURATION OF THE CHOICE VACATION PERIOD(S)

- A. The choice vacation period shall be from the fourth Monday in May through the second Saturday in September and shall include the calendar days between Christmas and New Year's for a total of seventeen (17) weeks.

ITEM #6

THE DETERMINATION OF THE BEGINNING OF AN EMPLOYEES VACATION PERIOD

- A. All vacations in units of forty (40) hours will start on Monday. Part time employees will not be required work the Sunday immediately preceding or the weekend immediately following any vacation taken in weekly units of forty (40) hours.

ITEM #7

WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO (2) SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS

- A. An employee may, at his/her option request two (2) selections during the choice selection period in units of five (5) 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. Additional weeks other than the first or second selection period will be allowed with concurrence of the union.
- B. In order to expedite the choosing of annual leave for the choice vacation period, divide the carriers into thirds and allow one half of the first third five days to make their selection, then allow the other half of the first third the next five days to make their selection and so on until all carriers have had their first choice. Employees not available to make their selection will be notified by the employer, by telephone with union verification, and allowed the same amount of time from the date of notification, to respond. If an employee

does not respond, the selection list will be passed on to the next group of employees and the process will continue. Employees equal to the number or percentage allotted off during the choice period within the unit will be contacted. Continue on the same manner through the second choice.

- 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, and will be in addition to the number allowed off on annual leave.
- B. Attending a national or state convention, two (2) delegates of the carrier craft will be allowed off.
- C. 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, as per ELR Manual, Chapter 5, section 516.

ITEM #9

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

- A. In the carrier craft, there will be a minimum of 18.7% of the total city carrier workforce, including City Carrier Assistants (CCA's) on the rolls as of February 1st each year, off each day during the choice vacation period with preference given to periods of five (5) day or more. In computing the 18.7%, when the multiplication results in a decimal of .5 or above, the number will be rounded up to the next whole number. Likewise, when the decimal is less than .5, the number will be rounded down to the next whole number. No employees will be denied annual leave if the 18.7% has not been met and is applied for 72 hours in advance. (This will include requests of less than eight (8) hours.)

ITEM #10

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

- A. Employees will be notified by posting the first choice selections no later than March 2nd. Employees must be notified by posting the final vacation schedule in stations no later than March 31st. 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 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 the time of selection. 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. Refer to the National Agreement Article 10, Section 4, Paragraph A.

ITEM #12

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

- A. Except for the month of December, all remaining weeks not included in the choice vacation period will be available for leave in minimum units of forty (40) hours commencing on Monday. Requests for leave during these weeks will be submitted on PS Form 3971, and approval will be based on first come, first served seniority to rule when more than one request is received the same day of the requested leave.
- B. Any requests for leave in units of less than forty (40) hours will be submitted on PS Form 3971 at least forty-eight (48) hours prior to but in no instance more than thirty (30) days in advance of the starting date of the desired leave. Approval will be based on first come, first served basis; seniority to rule when more than one request is received the same day. The forty-eight (48) hour rule will be waived in emergencies and when there are available personnel to cover such request, seniority to rule.
- C. During the non-choice vacation periods, 10.5% of the total city workforce, including CCA's, will be guaranteed leave at the same time. Additional requests for single or partial days of annual leave shall be approved if there

are 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.

D. Carriers requesting annual leave for the remainder of a day after having reported to work shall submit a PS Form 3971 to the supervisor. Determination shall be made by the supervisor within thirty (30) minutes if the request can be honored. If the request is approved the supervisor will attach a completed copy of the PS Form 3996 or 1571 to the PS Form 3971 to document the work given off or curtailed. Seniority will rule in all requests for annual leave.

E. Organization leave

1. Annual leave or leave without pay will be granted to two organization officials to conduct organization business when requested.
2. Annual leave or leave without pay will be granted to two (2) organization officials to conduct business when called by the national organization and involves travel or more than 35 miles one way.

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 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 Assistant employees.
(This language will replace the language which refers to "TE's as this category of employee no longer exists. As in your current LMOU, this language will appear in between the provisions for volunteers and non-volunteers.
- D. All full time regular employees who did not volunteer to work their non-scheduled day by inverse seniority order.
- E. All full time regular employees who did not volunteer to work their holiday in inverse seniority order.

- F. 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 will be by the Windsor office.
- B. Employees desiring to work overtime shall place their names on either the “Overtime Desired” list or the “Work Assignment” list during the two weeks prior to the start of the calendar quarter, and their names shall remain on the list until such time as they remove their names from the list. 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, 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 carriers in an equitable manner, daily and non-scheduled days. The procedure shall be to start at the top of the list (in order of seniority) and move downward in a

rotating manner. The opportunities for overtime and the hours worked will be totaled weekly and carried forward to the next weeks 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 the day prior to their non-scheduled day, when overtime is available for those employees. Employees on annual leave or sick 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 quarters overtime desired list will not be carried forward to the next quarters overtime desired list.
- G. Carriers on the overtime desired list will not be dropped from the list for refusing overtime. If the supervisor accepts the reason given for the refusal, he will record the opportunity and hours lost as though taken. If the supervisor needs a carrier and there are none on the overtime desired list, he may order a carrier in inverse seniority to take the overtime. A carrier has the right to

remove his/her name from the overtime desired list during the quarter. However, the carrier can only place his/her name back on the overtime desired list in accordance with 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. A T-6 under unanticipated circumstances may be required a temporary change in assignment within his string of routes but will have the choice of what open route he delivers.
- 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 action 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 work overtime in accordance with restrictions. Temporary basis.

- M. The overtime desired list will be posted in the work room
- N. When a carrier cannot be reached on the first call, a second call will be made within ten (10) minutes by a union member or a clerical employee in the office.

ITEM #15

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

- 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 as needed basis.
- B. The employer agrees to place up to one (1) incapacitated carrier on light duty assignments within the carrier craft when work is available.
- C. The installation head will contact M.S.C. for available assignments, if no work is available within the installation.

ITEM #16 & #17

ASSIGNMENT OF ILL OR INJURED REGULAR OR 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 supported 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. Once approved, the employer will establish positions of eight (8) hours, which will be designated as light duty assignment 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.
- 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 Windsor 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' routes books;
 7. Labeling inside of apartment boxes;
 8. Training new employees when, if fact, training is done at the office level;
 9. Keeping P.S. 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' orders;
 11. Answering phone calls within the delivery unit.
- 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. The employer and the union will meet to review auxiliary routes for the possibilities of designating these routes as temporary light duty assignments.
- K. 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

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

- A. A section shall be defined as a unit throughout the Windsor Post Office. It is agreed that the 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 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. Employees parking will be given every consideration as it pertains to the safety and security of the employees of the Windsor Post Office as per Article XX of the National Agreement.
- B. A joint committee, consisting of members from the NALC and other crafts will review the existing needs of the property set aside for parking on the grounds of the post office.
- C. The priority of the committee's decision will be the utmost in consideration as it pertains to the parking of government vehicles, star route dispatch trucks and customer parking.
- D. Upon receipt of notification to vacate the present leased parking space, management will exert every possible effort to secure, within a reasonable length of time, new parking space located

not more than approximately one-eighth (1/8) mile from the post office.

- E. It is further agreed to provide the NALC with two (2) marked parking spaces in the rear area of the postal parking lot.
- F. All routes with a drive out agreement shall be provided parking near the rear platform of the Windsor Post 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 period.

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 N.A.L.C. will be informed concerning changes in existing regulation relating to the duties and functions of city letter carriers.
- C. The use of telephones by authorized union officials and steward for local calls relating to the administration of the National Agreement shall be permitted.
- 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. Agenda will be submitted a minimum of two (2) weeks in advance. Safety and health inspections will be conducted two (2) weeks prior to L&M meeting with the report submitted to the President of Merged Branch 86 and a copy given to the local steward.
- E. 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 15th, the same two parties will meet to establish the change date for the spring season.

ITEM #22

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

All notices of vacancy in assignments shall remain posted for ten (10) days except in the months of June, July, and August during which time notices of vacancies shall remain posted for fifteen (15) days. Exceptions to the above may be made after consultation with the union. Posting and bidding for duty assignments shall be installation wide.

- A. Route regulars: work on the same established route each day.
- B. When the regular route carrier is called in on his/her non-scheduled day to work his/her own route, he bumps the T-6 carrier to one of the other four routes in his string of routes. To enable the T-6 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 T-6 carrier's string of routes and if none of the other routes in his string is available.
- C.
 - 1. Duration of absence – he/she shall work assignment for its duration (five (5) days or more) of absence.
 - 2. Scheduled absence of less than five (5) days – seniority must be used to the maximum extent possible in scheduling available hours of work

for periods of less than five (5) days in determining preferences for assignments when an individual has already been scheduled for leave.

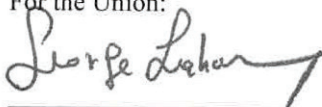
- D. Swapping of bid positions among regulars is not permitted.
- E. Bids must be in the personnel office by the time and date stated on the bid notice. There will be no deviation from this agreement. A union representative must review the bids within five (5) working days prior to the posting or the bids will be reposted.
- F. 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.
- G. No assignments will be reposted unless an error was made in posting.
- H. 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.
- I. Saturday and Monday off are preferred days and are granted by seniority, installation wide. Those carriers refusing or accepting Saturday or Monday off must notify the Postmaster of Windsor Post Office when and if they do or do not want Saturday or Monday off. If a carrier refuses Saturday or Monday off and wishes to reapply, he must notify the Postmaster in writing.

- J. A letter carrier's route may be posted for bid if there is a change or 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.
- K. No 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.
- L. A 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 trainers (OJT)

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.

This Local Memorandum of Understanding is entered into on June 5, 2025 at the 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

6.5.2025

Date

For the United States Postal Service



Jean Matos, Postmaster
United States Postal Service
Windsor, Connecticut 06095-9998

6/5/25

Date

NOTES

