

MAY 21, 2023 – MAY 22, 2026

LOCAL MEMORANDUM of UNDERSTANDING

BETWEEN THE

UNITED STATES POSTAL SERVICE

AND THE

NATIONAL ASSOCIATION OF LETTER CARRIERS

(BUXMONT BRANCH 920)

*** * * * ***

THIS AGREEMENT COVERS THE

LETTER CARRIER CRAFT EMPLOYEES

OF

BLUE BELL, PA, 19422

AND

PLYMOUTH MEETING, PA. 19462

This Local Memorandum of Understanding enumerates and defines the terms of agreement between the signatories as to the twenty-two items Article 30 provides may be locally negotiated. It is mutually understood that no provision of this Local Memorandum may be inconsistent or in conflict with the National Agreement.

ITEM # 1: ADDITIONAL OR LONGER WASH-UP PERIODS.

Each letter carrier will be granted a reasonable amount of time. A supervisor shall be notified when an extra amount of wash up time is needed.

ITEM # 2: THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF.

All regular carriers in the Blue Bell/Plymouth Meeting Post Office will be on a rotating day off schedule with a five (5) day work week (i.e. Sunday-Monday, Sunday-Tuesday, Sunday-Wednesday, Sunday-Thursday, Friday-Saturday-Sunday).

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.

It is recognized by both parties that on occasion emergency conditions may exist which would cause management to consider the curtailing of services, such as weather extremes, civil defense alerts, bomb scares, no heat in winter, no lighting or excessive temperatures. In such cases, management will take into consideration the following factors in order:

1. The safety and health of the employee.
2. The emergency as stated and acted upon by other governmental authorities.
3. Management will consult with the union before the implementation of any action.
4. If local conditions warrant the non-delivery of mail or closing of the office, the employees present will not be charged with Annual Leave unless requested by the employee (work must be made available).

ITEM # 4: FORMULATION OF LEAVE PROGRAM.

1. Supervisors in cooperation with NALC steward will announce to carriers no later than January 2nd that picking for vacations will begin January 20th. A notice announcing the vacation period will be posted no later than January 2nd.

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2. When the number of carriers off each week is determined, the supervisor will make a chart with one space for each carrier permitted off for each week of the vacation period. The senior carrier will select his/her vacation period and carriers will make selections in descending seniority (including City Carrier Assistants). The supervisor will contact each carrier who is not present due to extended illness, detail, etc. No carrier will be permitted to select until the carrier senior to them has selected. Carriers will have 48 hours to make selections before being bypassed.
3. Annual Leave will be granted in increments of units, hours, days, and weeks.
4. Annual Leave will be granted throughout the year.
5. Management and NALC steward will work jointly on all matters related to leave.
6. On the first Monday in January management will post an announcement that selections for vacations will begin starting February 1st.
7. Management and NALC steward will meet no later than November 30 to determine the number of carriers allowed off each week during choice and non-choice periods as per the percentages found in items 4.9 and 9 of this agreement. Union and management will prepare a chart listing the choice vacation period weeks with one space for each carrier allowed off. Starting with the senior carrier, selections will be made until all carriers have had the opportunity to make their selections(including non-career carriers). No carrier will make their selection until notified, at which time he/she will have 48 hours to select or forfeit their turn. In the case of a carrier being absent when his/her turn comes he/she will be contacted and permitted to make a selection over the phone.
8. All requests for Annual Leave will be approved or disapproved within 48 hours. A triplicate Form 3971, if requested, will be marked by the supervisor as received. The duplicate 3971 will be returned to the carrier at the end of the 48-hour period marked approved or disapproved. Where no action has been taken within this period, the request for leave will be automatically approved.
9. After all carriers have made their two picks for the choice vacation period, the calendar is closed. Any requests for annual leave thereafter will be granted at 9% as per item 4.9 of this agreement. These provisions will apply to weekly and daily requests and for leave both in the choice and non-choice periods.
10. Cancellations of choice vacation periods will be posted for five (5) days. If less than five (5) days remain before the beginning date of the cancelled period, the vacation will be posted for the amount of time remaining. Cancellations of choice vacation periods may first be bid by carriers junior to the carrier who cancelled his/her vacation. If no junior

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carriers bid on the cancelled vacation, a senior carrier can bid. In this instance seniority will prevail.

11. Leave other than choice vacation periods will be granted at 9% of the carriers. A number with 0.50 or higher will be rounded up, a number with 0.49 or lower will be rounded down.
12. No later than April 30, union steward or designee will advise management of the dates and carriers who will be attending State and National conventions.
13. Carriers who become ill on Annual Leave during the choice vacation period shall be allowed to make another selection if available. Sufficient proof of illness must be submitted upon return to work. No employee will be bumped from his/her approved Annual Leave as a result.
14. Once a carrier has selected a vacation pick, there will be no "turning back" part of that week unless mutually agreed to by the union and management. Carriers will, however, be allowed to turn back entire week(s), provided they do so no less than fourteen (14) days prior to the first day of the leave period being turned back. In that event, the provisions found in items 4-D of this agreement shall apply.
15. If a carrier cancels approved Annual Leave, the first disapproved carrier will be offered that spot. If refused, the period will be offered to the next disapproved carrier, and so on. A new Form 3971 will be required. Requests for annual leave submitted on the same day will be determined by seniority.
16. Carriers excused from their regular tour of duty to donate blood to the Red Cross or other non-profit blood bank will receive up to 3 hours leave, depending on the circumstances. Such leave will be granted at the end of the carrier's tour for safety reasons.
17. The practice of excusing carriers from duty on all religious holidays to the fullest extent possible will be continued.

ITEM # 5: THE DURATION OF THE CHOICE VACATION PERIOD (S).

The choice vacation period will begin on the third Sunday in May and end on the third Saturday in September. The choice vacation period will also include the week of Thanksgiving beginning the Sunday before thanksgiving and ending the Saturday following.

ITEM # 6: THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD.

Vacations will start on Sundays and end on Saturday. Neither CCAs nor PTFs will not have to work on Sundays during their vacation.

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ITEM # 7: WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS.

1. The choice vacation calendar will go around once. Carriers who are eligible for three weeks may take those weeks in the following manner:
 - A. Three consecutive weeks with one pick, second pick forfeited.
 - B. Two consecutive weeks with the first pick and one week with the second pick.
 - C. One week with the first pick, and two consecutive weeks with the second pick.
2. Carriers who are eligible for two weeks may take those weeks in the following manner:
 - A. Two consecutive weeks with one pick, second pick forfeited.
 - B. One week with the first pick and one week with the second pick.
3. Any additional requests for leave during the choice vacation period will be handled in accordance with Item 4D of this agreement.

ITEM # 8: WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.

1. Jury duty shall not be charged to the choice vacation period. A carrier called to jury duty during one or both of his/her choice vacation periods for three days or more will be eligible to select another choice from available weeks. If no weeks are available management and union will agree to a week exceeding quota.
2. Attendance at National or State conventions shall not be charged a vacation selection for one (1) carrier. Carrier attending National or State convention will not be counted in the number of carriers scheduled off during these periods.

ITEM # 9: DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.

The number of carriers who shall receive annual leave each week during the choice vacation period shall be 13.5% of the active carrier workforce (including PTFs and City Carrier Assistants) as of November 30 of the prior year. Percentages of 0.50 or higher will be rounded to the next higher number.

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ITEM # 10: THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE.

The vacation schedule will be posted on the bulletin board. A duplicate copy of the employee's 3971 indicating the employee's vacation period will be returned signed by management at the end of the bidding period.

ITEM # 11: DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

A notice will be posted on the bulletin board by November 1 of each year notifying all carriers of the beginning date of the new leave year and the danger of the loss of annual leave in excess of 440 hours.

Such leave will be scheduled within seven (7) days of said notice and should be agreeable to both management and the employee(s) affected.

ITEM # 12: THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.

The selection of vacations during the non-choice period will begin on August 15 for the following leave year for all selections prior to the start of the choice vacation period. The selection of vacations during the non-choice period following the choice vacation period will begin on August 15th. Leave will be granted on a first come first serve basis with the determining factor being date submitted. Leave requests submitted on the same day will be determined by seniority.

ITEM # 13: THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY.

1. City Carrier Assistants.
2. PTFs
3. Full time regulars who volunteer to work their holiday or day designated as their holiday by seniority.
4. Full time regulars who volunteer to work on their non-scheduled day by seniority.
5. Full time regulars who did not volunteer to work on their holiday or day designated as their holiday by inverse seniority.
6. Full time regulars who did not volunteer to work their non-scheduled day by inverse seniority.

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ITEM # 14: WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR.

1. The overtime desired list shall be for all regular carriers in this facility.
2. If a regular carrier is absent for any reason for the entire two-week period prior to the start of a new ODL quarter, the carrier will notify management of his/her desire to sign the ODL within 48 hours of returning to work.
3. The Overtime Desired List shall be updated on a daily basis. Hours, opportunities, and refusals will be notated. The supervisor and union steward will review the ODL board once every two weeks to verify its accuracy.

ITEM # 15: THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT.

There will be no limit or restriction on the number of light duty assignments. Each request for light duty will be considered on an individual basis in accordance with article 13 of the National Agreement

ITEM # 16: THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED.

No assignments will be specifically reserved for light duty. Each request for light duty will be considered on an individual basis in accordance with article 13 of the national agreement so that no regularly assigned member of the regular work force is adversely affected.

ITEM # 17: THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.

1. Just as no assignment shall be specifically reserved for light duty. The ability of an employee requesting light duty to perform an assignment shall be considered, along with the principles stated in items 15 and 16 above and in article 13 of the national agreement.

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2. It is agreed that light duty assignments within the Blue Bell/Plymouth Meeting post office , for letter carriers, may include but not limited to the following duties:
 - A. Assisting routes by setting up mail.
 - B. Marking up forwardable mail
 - C. Relabeling carrier cases
 - D. Updating carrier route books
 - E. Coverage of suitable collection routes
 - F. Labeling inside of apartment boxes
 - G. Training new employees

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.

All carrier craft assignments shall be considered as comprising one section for the purpose of reassignment within an installation employees excess to the needs of a section.

ITEM # 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

Management shall take reasonable steps to provide ample parking with adequate security for all employees.

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.

1. Annual leave to attend union activities shall not be charged a vacation selection for one (1) carrier. Carrier attending union activities shall not be counted in the number of carriers scheduled off during these periods.
2. Any union official requesting annual leave or leave without pay to attend a union activity throughout the year will be given individual consideration to have such leave granted. This leave will not be charged to either choice or non-choice period.

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ITEM # 21: THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT.

1. Carriers will take both 10-minute breaks on street time. An exception will be made for employees performing router or other office duties for all or a substantial part of the day. Carrier technicians will enter in each route book the approximate location of their breaks.
2. Radios are permissible on the workroom floor.

ITEM # 22: LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING.

1. Notice inviting bids for letter carrier assignments to which a letter carrier is entitled to bid shall be posted on the official bulletin board for 10 days. Copies of the notice shall be given to the local union. Union steward will contact carriers who are absent throughout the bidding process.
2. When more than one assignment is posted at the same time, carriers may bid on all assignments stating their preference, i.e., first choice, second choice, and so on.
3. The change of more than one hour in starting time of a letter carrier route or full-time duty assignment will not result in the assignment being posted for bid.
4. In the event a regular assigned carrier is requested to work on his non-scheduled day, he will be assigned to work his own route, along with its corresponding starting time. A reserve carrier (float) is covering one of the routes on the carrier technician's string, he/she will be bumped on a daily basis, regardless of it being a hold down. This bumping will also happen to a CCA who may be filling in for a vacancy or hold down. Below is listed the exception to the duration clause and the bumping procedure to be followed as defined in Article 41, section 2b5:
 - A. Full time reserve and unassigned regular carriers who have insufficient work for eight hours bump City Carrier Assistants on temporary bid assignments.

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- B. Full time regular carriers, who are called to work their own route on their non-scheduled day, bump their carrier technician, who then bump a reserve, unassigned, or city carrier assistant holding a temporary bid assignment on one of the four routes on the carrier technician's string. However, there is no bumping if there is an open route on the string.
 - C. When there is not eight hours of work in the delivery unit for a reserve or unassigned carrier, he/she may bump a city carrier assistant holding a temporary bid assignment, for that day, rather than be reassigned to another delivery unit where there is eight hours of work.
 - D. A reserve or unassigned carrier is the successful bidder of a permanent vacant duty assignment.
 - E. Reserve and unassigned carriers bid on permanent route vacancies. Reserve carriers by virtue of having craft full time duty assignments, may not be arbitrarily moved from their permanent or temporary bid assignments. Unassigned carriers may be assigned to permanent route vacancies after their temporary bid assignments have ended.
 - F. When nothing is available in the carrier technician's string, he/she will choose vacant assignments with his/her seniority.
5. When a letter carrier route of 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, route adjustments, highway, housing projects, all routes and full time duty assignment(s) at that unit held by the letter carriers junior to the carrier (s) whose route(s) or full time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this article.

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THE BLUE BELL AND PLYMOUTH MEETING STATION'S
MUTUAL AGREEMENT CONTAINED ON PAGES ONE THROUGH 11 OF
THIS LMOU SHALL BE IN FULL FORCE AND EFFECT UNTIL MIDNIGHT
MAY 22, 2026, UNLESS EXTENDED BY AGREEMENT BETWEEN THE
PARTIES AT THE NATIONAL LEVEL. THE TERMS OF THIS LMOU ARE
SUBJECT TO THE GRIEVANCE PROCEDURE AS CONTAINED IN THE
NATIONAL AGREEMENT.

For the United States Postal Service:

Robert Surey OIC

(PRINT NAME and TITLE)

Robert Surey

SIGNATURE

6/17/2025

DATE

For the National Association of Letter Carriers:

BERNARD FISHER STEWARD

(PRINT NAME, and TITLE)

Bernard Fisher

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6/17/2025

DATE

Rick Kirkner BRANCH 920

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