

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
BOYERTOWN PA 19512)

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.

1. Additional or longer wash up periods.

Carriers shall be permitted a two minute wash-up prior to lunch and sufficient time to wash-up prior to clocking out.

2. The establishment of a regular work week of 5 days with rotating day off.

All regular letter carriers in the Boyertown Post Office will be on a rotating days off schedule with a five (5) day work week. (ie. Sun. -Mon., Sun. -Tue., Sun. -Wed., Sun.-Thur., Friday, Saturday, Sunday).

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.

Local management will take into consideration orders issued by local government officials when considering the curtailment of postal operations due to emergency and/or unsafe conditions such as, but not limited to, heavy snow, flood, extreme wind, bomb threats, or nuclear warnings.

4. Formulation of local leave.

Management shall provide a chart of the available vacation weeks to be posted on the carrier's bulletin board. Beginning with the first Monday of the new leave year, carriers will have (3) working days each, by seniority, to choose their vacation selections.

Carriers shall submit leave requests for full weeks on a PS Form 3971 and at the same time, write their name in the appropriate space on the chart.

Leave forms shall be submitted to the SPO or Postmaster who shall initial and date the form at that time.

- A minimum number of (1) carrier (which shall include PTF and CCA carriers) will be allowed to have annual leave during other than prime time.

Carrier request for annual leave shall not be denied for any of the following reasons:

1. Management leave
2. Carrier temporarily detailed to a supervisory position
3. Other craft leave

5. The duration of the choice vacation period.

Prime time will begin the last full week of May and continue through and including the second full week in September, plus Thanksgiving week, the first week in December, and the week that includes New Year's Day.

6. The determination of the beginning day of an employee's vacation period.

A vacation leave week shall begin on Monday and end on Sunday:

7. Whether employees at their option may request two selections during the choice vacation period in units of either 5 (five) or 10 (ten) days.

Letter carriers, at their option, may request 1 (one) or 2 (two) selections during the choice vacation period in units of either 5 (five) or 10 (ten) days the total not to exceed 15 (fifteen) days in accordance with leave earned annually.

8. Whether jury duty and attendance at national or state conventions shall be charged to the choice vacation period.

Jury duty and attendance at national or state conventions shall not be charged to the choice vacation period. If a carrier is called for jury duty during one or both of their choice vacation periods they shall be given the opportunity to make another selection(s) of the remaining available weeks.

9. Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.

During each week of choice vacation a maximum of 15% of the letter carriers (which shall include PTF and CCA carriers) will be granted leave in those instances where computing leave does not result in a whole number and the fractional result is .5 or higher, the next highest whole number shall be considered the correct number of letter carriers to be granted annual leave during the choice vacation period.

10. The issuance of official notices to each employee of the vacation schedule approved for such employee.

Management shall, within (3) working days, return a signed PS Form 3971, noting approval or disapproval of prime-time vacation selections. If the time limit is not met, the steward will notify the SPO and leave will automatically be approved. The vacation chart posted will serve as notice to all carriers of the leave schedule.

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 1st of each year notifying all carriers of the beginning of the new leave year. Any carrier having accumulated more than the allowed carry-over of 440 hours shall submit leave requests within (7) days after the end of prime-time in order to reduce this amount of leave.

12. The procedures for submission of applications for annual leave during other than the choice vacation period.

Applications for annual leave during other than the choice vacation period will be submitted by the employee by triplicate PS Form 3971's. The SPO will initial and date the form at this time and give the employee (1) copy. When requests are submitted (30) days or more in advance of the leave, the SPO will make a decision within (3) days of the request and will advise the employee of the decision by returning the approved or disapproved copy. For requests submitted less than (30) days in advance of leave, a decision shall be made within (2) days of the requested leave. Failure of the SPO to meet these time limits shall constitute automatic approval.

13. The method of selecting employees to work on a holiday.

Management shall select carriers to work on holidays in the following order:

1. Assign all CCA's to the fullest extent possible
2. Assign all PTF's to the fullest extent possible
3. FTR's who volunteer to work on their nonscheduled day by seniority
4. FTR's who volunteer to work on their holiday, or any day designated as a holiday, by seniority
5. FTR's who did not volunteer on what would otherwise be their non-scheduled day by inverse seniority
6. FTR's who did not volunteer to work on their holiday, or any day designated as a holiday, by inverse seniority

14. Whether overtime desired list in Article 8 of the N/A shall be by section and/or tour.

All full-time carriers employed by the Boyertown Post Office shall be eligible to place their names on the overtime desired list.

15. The number of light duty assignments within each craft or occupational group to be reserved for temporary or permanent light duty assignment.

Light duty assignments will be given to the fullest extent possible.

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.

Light duty assignments are to be given so that no regular full-time employee is adversely affected.

17. The identification of assignments that are to be considered light duty within each craft represented in the office.

The Postmaster shall show the greatest consideration for full-time or PTF employees requiring light duty, giving each request careful attention and will reassign such employees to the extent possible in the office.

18. The identification of assignments comprising a section, when it is proposed to reassign within an installation employee's excess to the needs of a section.

All carriers within the entire installation shall comprise a section.

19. The assignment of employee parking spaces.

When parking facilities excess to the needs of the Postal Service exist, such spaces will be made available for employee parking on a seniority basis.

20. The determination as to whether annual leave to attend union activities requested prior determination of the choice vacation schedule is to part of the total choice vacation plan.

Annual leave to attend union activities requested prior to the determination of the choice vacation schedule will not be a part of the total choice vacation plan.

21. Those other items which are subject to local negotiations as provided in the craft provision of this agreement.

The two (10) minute breaks will be taken on street time. This shall be subjected to the yearly option to change as negotiated in the 1985 LMOU.

Labor-Management meetings shall be held during the months of January, April, July, and October. Two carrier representatives shall attend. The agenda for these meetings shall be exchanged at least (2) days prior to the meeting.

Upon request, a carrier shall have retreat rights to their former route within (5) working days of a bid assignment.

Letter carrier route assignments shall not be posted when there is a change of (1) hour or more in starting time.

Full time (FT) regular carriers who are called into work on a NON-scheduled day shall work their full-time assignment along with its corresponding starting time.

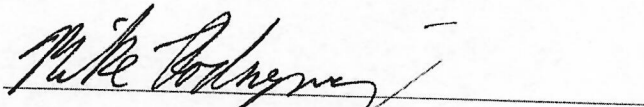
22. Local implementation of this agreement relating to seniority, reassignments, and posting.

Notice inviting bids for the letter carrier craft assignments shall be posted for (10) days.

The successful bidder will be assigned to the vacated route within (15) days of notification, except during the month of December, in which case the successful bidder will be assigned by January 15th.

THE BOYERTOWN STATION'S
MUTUAL AGREEMENT CONTAINED ON PAGES 1 THROUGH 5
OF THIS LMOU WILL REMAIN IN EFFECT FOR LENGTH
OF THIS AGREEMENT (05/23/2026), 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:

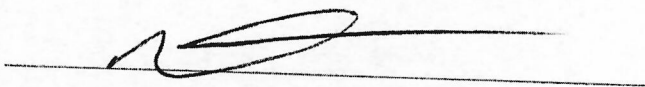


Mike Rodriguez, Post Master, Boyertown

6-4-2025

Date

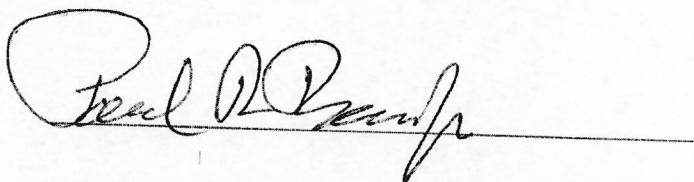
For the National Association:



Tim Demchik, Vice President
NALC Buxmont 920
Executive Board Member

6-4-2025

Date



Paul R. Barr, Jr., Local Rep., Boyertown Office
NALC Buxmont 920
Executive Board Member

6-4-2025

Date