

**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**

**BRISTOL, PA. 19007**

**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.**

Management recognizes that carriers are exposed to dirty materials; therefore, management will grant a reasonable time to wash up prior to leaving office, and before leaving for the day.

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

All regular carriers in the Bristol Post Office will be on a rotating days off schedule with a five (5) day workweek (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.**

Management is to be guided by local authorities and local conditions in the curtailment of postal operations, with the overriding factor being the safety and health of all carriers.

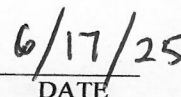
**ITEM # 4: FORMULATION OF LEAVE PROGRAM.**

1. On or before February 5<sup>th</sup>, written notices will be posted for each leave year for a choice vacation period. Selections for choice vacation period will be accepted starting Feb. 1<sup>st</sup> through March 20<sup>th</sup>.
2. The senior carrier will have (1) days to make his or her selection (not including non-scheduled day). Each carrier thereafter will have 48 hrs. (not including non-scheduled day) to make his or her selection after being told by the supervisor and or steward of his or her turn. If senior carrier fails to make his or her selection, they forfeit their turn, until next junior carrier makes his or her turn in the selection. The forfeited carrier will then be given an opportunity to select his or her picks.
3. After all carriers have made their selections; the book will be closed for seven (7) days, at which time open periods may be filled by carriers wishing to take additional time according to seniority.
4. Union stewards will advise management in writing of the date and carriers who will be attending the state or national conventions prior to March 1<sup>st</sup>.

  
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5. Leave other than choice vacation period will be granted at the rate of 9% of the total career carrier work force. In those instances where computing leave does not result in a whole number and the fractional result is .5 or higher, the next whole number shall be considered the correct number of carriers to be granted leave. Additional carriers may be granted leave if possible.
6. Carriers who become ill (32 hrs. or more) while on annual leave during the choice period, shall be allowed another selection if available. Sufficient proof of illness must be submitted upon carrier returning to work.
7. There will be no exchange of leave.
8. An employee at his/her option may return any portion of his/her selection and notify management as soon as possible.
9. When a vacation is cancelled, the opening shall be posted immediately and if time permits shall be filled by the senior bidder who was not afforded the choice of that vacation period on his/her bid.
10. All PS form 3971's requesting any type of leave must be filled out in duplicate and handed to a supervisor.

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

The choice vacation period shall begin the first full week in April and end with the first full week in October. Also included in the choice vacation period is December 26<sup>th</sup> through December 31<sup>st</sup> of each year, also including Thanksgiving week, starting Monday before and ending the Saturday after.

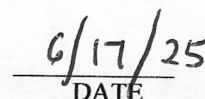
#### **ITEM # 6: THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD.**

Letter carriers will start their vacations on Monday and return to work on Monday following their vacation, unless Monday is a holiday or a non-scheduled day, in which case they will return on the Tuesday following the end of their vacation. The only exception to this is being the choice vacation period week of December 26<sup>th</sup> through December 31<sup>st</sup>.

  
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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. Carriers that are eligible for (3) weeks may take their weeks consecutively, or two (2) weeks consecutively, or two (2) and one (1) week or vice-versa, or two (2) one (1) week periods.
2. Carriers that are eligible for two (2) weeks may take their two (2) weeks consecutively or two (2) one (1) week periods.

**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 considered as part of the quota of carriers off during that vacation period.
2. A carrier called for jury duty during his/her vacation will be eligible to select another choice(s) of those that remain available.
3. Any more than one (1) member attending National or State conventions requested prior to determination of the choice vacation schedule will count as part of the total period.

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

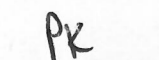
1. A total number of carriers who receive leave each week during the choice vacation period shall be set at 15% of total career work force as of Jan. 1. In instances where computing the percentage figure does not result in a whole number, the fraction result of .5 or higher shall be rounded up to the next whole number.

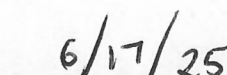
**2. CCA's prime time/non-prime time selection:**

- A. CCAs will be permitted choice and/or non-choice leave after all career employees have made their selections per the existing LMOU. CCA leave selections will use the same choice and non-choice LMOU procedures that are currently in place.
- B. If a request for leave is submitted by more than one CCA on the same date, the leave will be approved for the CCA with the highest relative standing.
- C. Leave requests can be submitted for a full week or incremental periods.

  
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D. The CCA must have a sufficient leave balance to cover the time off at the time it is taken.

**3. When CCA leave selection(s) maximize the number of letter carriers permitted off during choice and/or non-choice, additional slots will be provided to the career workforce as follows:**

- A. Facilities with less than ten (10) CCAs will be capped at one (1) additional slot for career employees.
- B. For every ten (10) CCAs in the facility, two (2) additional slots will be made available to the career employees.
- C. No additional slots will be made available in conjunction with a holiday schedule.

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

No later than April 1<sup>st</sup>, a completed and approved choice vacation calendar will be posted on the bulletin board. At this time, copies of signed PS form 3971s will be returned to each employee for their personal record.

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

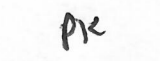
No later than April 1<sup>st</sup> a notice shall be posted, notifying all carriers of the new leave year. Carriers in danger of losing annual leave in excess of 440 hours will be notified by management by October 1<sup>st</sup>.

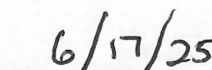
**ITEM # 12: THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.**

- 1. Requests for less than 40 hours leave may be submitted up to 90 days prior to the leave requested. Leave under this section must be in 8-hour increments or less.
- 2. Union officials may submit application for annual leave for more than 90 days in advance for union business.
- 3. Management may require proof of special planned activities over 90 days.

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

1. CCA's, even if overtime is required.
2. Part-time flexibles, even if overtime is required.
3. Full time regulars, who volunteer on their non-scheduled day.
4. Full time regulars, who volunteer on their designated holiday.
5. Non-volunteer full time regulars on their non-scheduled day by inverse seniority.
6. Non-volunteer full time regulars on their designated holiday by inverse seniority.

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

All full-time regular carriers at the Bristol Post Office shall comprise as a section.

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


Management will make every effort to accommodate any carrier requesting a light duty assignment. This assignment must fall within the limitations of the employee's medical restrictions.

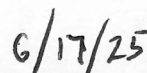
**ITEM # 16: THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED.**

Management and the union agree to a standing committee, consultative in nature, to explore and develop assignments that can be utilized for the purpose of light duty assignments.

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

Light duty assignments are to be defined as any duty within restrictions, which is required by an individual to be gainfully employed. This does not guarantee eight (8) hours of work for any employees on a daily basis.

**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 carriers within this installation shall comprise a section. This includes any new facility under the jurisdiction of Bristol that may be established.

**ITEM # 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.**

Carriers may park in any spot that is not assigned to a postal supervisor, carrier drive-out or a customer. In the event additional spaces become available, management agrees to consult with the union on allocation of spots.

**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.**

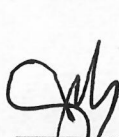
Any more than one (1) member attending Union activities requested prior to the determination of the choice vacation schedule will count as part of the total period.

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

Carriers will take their two breaks on street time.

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

1. Notice inviting bids for letter carrier craft assignments to which a letter carrier is entitled to bid, shall be posted on the official bulletin board for 10 days. Copies of notice shall be given local union and copies shall be sent to carriers who are expected to be absent through the bidding process.

  
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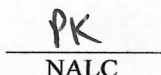
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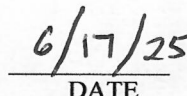
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2. When more than one (1) assignment is posted at the same time, carriers may bid on all assignments stating their preference, that is first then second choice.
3. Local steward and affected carriers shall be consulted by management of any proposed changes in carrier duty assignments.
4. Fulltime (FT) regular carriers who are called into work on a non-scheduled day shall work their (FT) assignment, along with its corresponding starting time. The (FT) carrier technician scheduled to work the route that day shall work on another vacant route on their string, if no vacancies exist, they can bump any CCA or PTF on a hold-down that is on their string. If no vacancies or bumping exist on that carrier technician's string, the carrier technician will be assigned as needed.
5. An updated seniority list of all carriers at the installation shall be posted quarterly, only if a change occurs.
6. Hold downs of 40 hours or more must be submitted prior to the Tuesday of that week. Successful hold-downs will be posted by management, awarded by seniority.
7. Management shall post all available full-time craft duty assignments of anticipated duration of five (5) days or more in a timely fashion as to give unassigned regulars, PTFS, and CCAS the opportunity to submit hold down bids for the upcoming service week.
8. Except under emergency situations the carrier technician shall work his/her normal rotation.
9. A vacant or newly established duty assignment not under consideration for reversion shall be posted within five (5) days of the day it becomes vacant or established.
10. The successful bidder must be placed in the new assignment within fifteen (15) days except in the month of December.
11. The successful bidder shall have a maximum number of five (5) working days retreat rights to his/her prior assignment. If the senior bidder exercises his/her right to retreat then bid shall go to next senior bidder with the same retreat rights.
12. When a letter carrier route or full-time duty assignment, other than the letter carrier(s) or full-time assignment(s) of the junior employee(s) is abolished at a delivery unit as a result of but not limited to, route adjustments, highway, or housing projects, all routes and full-time duty assignments at that unit held by letter carriers who are junior to that carrier(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 BRISTOL STATION'S  
MUTUAL AGREEMENT CONTAINED ON PAGES ONE  
THROUGH NINE 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:**

GARY BEN POSTMASTER

(PRINT NAME, TITLE)



SIGNATURE

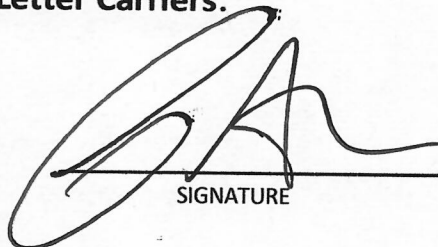
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**For the National Association of Letter Carriers:**

Andrew Simon Steward

(PRINT NAME, TITLE)



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Paul Keegan Treasurer

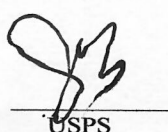
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