

**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**

**HATBORO PA 19040**

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 carrier will be granted three minutes wash up time prior to leaving for the street and upon returning from the street.

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

All full-time carriers will be on a rotating schedule. The rotation will be Sunday-Monday, Sunday-Tuesday, Sunday-Wednesday, Sunday-Thursday, Sunday- 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/health of all letter carriers.

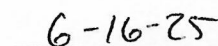
**ITEM # 4: FORMULATION OF LEAVE PROGRAM**

- A) On or before February 5<sup>th</sup>, written notice will be posted for each leave year for the choice vacation period. Selection for prime-time vacations will be accepted starting February 15<sup>th</sup> through March 20<sup>th</sup>. A notice announcing the approved vacation period will be posted on April 15<sup>th</sup>.
- B) When the number of carriers off each week is determined, the supervisor will make available in a prominent location (supervisor's work station) a calendar for posting annual leave selections. Starting with the senior carrier (office seniority) the union will fill in the periods of vacation until all have made their selections. The senior carrier will have two working days to make his/her selection. Each carrier thereafter will have 24 hours (not including non-scheduled days) to make his/her selection after being told by the supervisor and/or steward of his/her turn. Carriers that don't pick vacations in the allotted time will forfeit their turn and be bypassed until they make their selection from the remaining weeks available.
- C. After all career employees have made their selections for the prime-time periods, eligible CCA's will be able to select remaining weeks and/or slots in order of their relative standing. Granting leave under such provisions must be contingent upon the CCA having a sufficient leave balance when the leave is taken. After all carriers have completed their picks for the choice vacation period, any additional requests for annual leave, up to the maximum allowed in item 9, shall be granted using the guidelines set

  
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forth in item 12 of this agreement. These provisions will apply to daily as well as weekly leave.

- D. Union steward will advise management in writing of the date and carriers who will be attending either State or National Conventions prior to March 1<sup>st</sup>.
- E. Carriers who become ill (32 hours or more) while on annual leave during the choice vacation period shall be allowed to select another choice period if available. Sufficient proof of illness must be submitted upon carriers return to work.
- F. Leave other than prime-time will be granted at the rate of 9% of the total career carrier workforce 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 annual leave. Additional carriers will be granted leave if possible.

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

The choice vacation period will begin the first full week of May and continue for a minimum of 21 consecutive weeks. Management and the union will meet on or before February 5<sup>th</sup> annually to determine the number of slots and consecutive weeks needed for all full-time and part-time employees (PTF's and CCA's included) to make their choice selections pursuant to Item 7 of this LMOU. The consecutive weeks determined will always start from the first full week of May. Also included in the choice vacation period will be the week of Thanksgiving and the week between Christmas and New Year's (December 26-31).


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

All prime choice annual leave will begin on Monday and end midnight Sunday. The only exception being Christmas week and the dates stated in Item 5 of this agreement will prevail.

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

- A) Carriers that are eligible for three weeks may take their weeks consecutively or two weeks consecutively or two weeks and one week or vice versa, or 2 one-week periods.
- B) Carriers that are eligible for two weeks may take their weeks consecutively or two one-week periods.

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

- A) Jury duty shall not be charged to the prime vacation period. A carrier called to jury duty during one or both of his/her prime vacation periods will be eligible to select another prime period of those that remain available.
- B) Attendance at National Convention shall not be charged to prime vacation (Ex. One delegate only, any more than one delegate will be charged to prime period.
- C) Attendance at State Convention will not be charged to the prime vacation period.

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

- A) The number of carriers who shall receive leave each week during the prime vacation period shall be 15% of the full-time and part-time (including PTF's and CCA's) carrier work force as of January 1<sup>st</sup> in each year of this agreement.
- B) The number of carriers who shall receive leave each year during the Thanksgiving and Christmas period shall be 9% of the total full-time and part-time (including PTF's and CCA's) work force as of January 1<sup>st</sup> in each year of this agreement.
- C) The fractional formula described in Item 4F will also be used in paragraph A & B.

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

No later than April 5<sup>th</sup> a completed approved (Choice-Prime) vacation calendar will be posted in the supervisor's work area. At this time, copies of 3971's will be returned to each employee for their personal records. All 3971's requesting any type of leave status must be prepared in duplicate. These 3971's must be timely and reflect accurate dates and personal data. All 3971's must be handed to the supervisor or his/her replacement.

**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 October 1<sup>st</sup> each year notifying all carriers of the beginning of the new leave year and the danger of losing annual leave of more than 440 hours. The scheduling of such leave will take place within seven days of said notice, agreeable to management and the affected employee.

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

- A) An application for leave other than prime-time shall be submitted on a 3971 (duplicate) not less than 48 hours prior to the date(s) requested and not more than 90 days in advance. Exception to the 48 hours will be made when sufficient personnel are available and/or emergency situations.
- B) The number of carriers granted leave during non-prime will be 9%. Any approved leave returned by carrier will be made immediately to all carriers including CCA's on a first come first serve basis.
- C) Approval or disapproval will be instantaneous by the receiving supervisor.
- D) A calendar consisting of non-prime months will be prominently displayed in the supervisor's work area.
- E) Exception from Item 12A will be granted in the event the application submitted for planned activities such as, but not limited to, weddings, anniversaries, extended trips, graduations etc. where advanced planning is necessary. After consultation with the steward, leave will be granted up to the 9% rate in Item 12B.
- F) Disapproval of any request for leave must be explained by the supervisor in writing on the 3971.

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

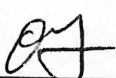
- A) CCA's (even if overtime is necessary).
- B) PTF's (even if overtime is necessary).
- C) Volunteers on their designated non-scheduled day.
- D) Volunteers on their designated holiday.
- E) Non-volunteers on their non-scheduled day by inverse seniority.
- F) Non-volunteers on their designated holiday by inverse seniority.


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

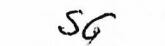
The Overtime Desired List shall be made available to all full-time regular carriers at the Hatboro Post Office who so desire to place their names on said list.

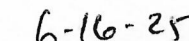
**ITEM # 15: THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT.**

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

  
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restrictions. A light duty assignment will not deprive any regularly assigned member of the work force in hours.

**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.**

The tour of light duty will coincide with the employee's regular tour of duty, as closely as possible.

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

Light duty assignments will be consistent with the medical reports of the authorized doctor.

**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 the entire installation at the Hatboro Post Office will comprise a section. This includes any new facility under the jurisdiction of the Hatboro Post Office that may be established.

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


The Hatboro Baptist Church (32 N. York Road) is authorized for employee parking. The Postmaster may grant temporary parking permission to an ill or injured employee to use the lot behind the post office for the duration of his/her recuperation.

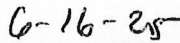
**ITEM # 20: THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN.**

Annual leave to attend the National Convention will be granted. The official representing the local organization will not be part of the prime-time vacation total.

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

- A) Carriers may opt each July 21<sup>st</sup> for the life of this agreement if they want their 10-minute breaks either both on the street or one 10-minute break in the office and one 10-minute break on the street.
- B) When a letter carrier route or full-time duty assignment other than the letter carrier route or the 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, highways, housing projects, all routes and full-time duty assignments at that unit held by letter carrier(s) who are junior letter carrier(s) whose route(s) or full-time duty assignments were abolished shall be posted for bid in accordance with the posting procedures of the National Agreement and this section.
- C) In the event a regular assigned carrier is requested to work on his/her non-scheduled day, assignment shall be to that carrier's own route along with the corresponding start time. When bumped, the utility carrier will work any other open route on his/her string. If there are no open routes on the string, the utility carrier may bump a CCA/PTF on a hold down on his/her string. If nothing is open on the utility carrier's string, he/she will choose vacant assignments with seniority.

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

- A) Notice inviting bids for letter carrier craft assignments to which a letter carrier is entitled to shall be posted on the official bulletin board for 10 days. Copies of the notice shall be given to the local union and carriers shall also be sent to the last known mailing address of the carriers who are expected to be absent through the bidding period.
- B) When more than one assignment is posted at the same time, carriers will have the right to bid all assignments, stating their preference, i.e., first choice, second choice etc.
- C) Local steward and affected carrier(s) will be consulted by management of any proposed changes in any carrier duty assignment.
- D) Full-time letter carrier assignments will be posted for bid when there is a change of more than one hour in an existing assignment. The incumbent carrier will at his/her discretion waive the requirement to post his/her assignment and accept the new starting time.
- E) An updated letter carrier seniority list will be posted quarterly if there are any changes.

  
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**THE HATBORO STATION'S  
MUTUAL AGREEMENT CONTAINED ON PAGES ONE  
THROUGH EIGHT 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:*

Derrick Gibson

(TYPE NAME, TITLE)



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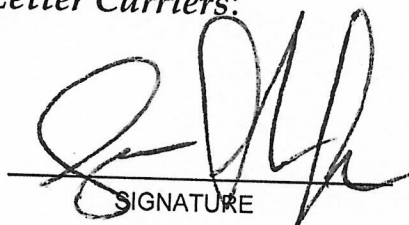
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*For the National Association of Letter Carriers:*

JAMES Solomon Jr STEWARD

(TYPE NAME, TITLE)



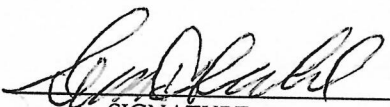
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SEAN GEACKER, PRESIDENT

(TYPE NAME, TITLE)



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