

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
(HATFIELD, PA.19440)**

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.



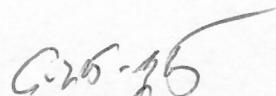
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ITEM #1: ADDITIONAL OR LONGER WASH-UP PERIODS:

Wash up time: It is acknowledged by the parties that all City Letter Carriers at the Hatfield Post Office perform dirty work in the office and on the street. Therefore, management will be reasonable in granting such requests. This time is in addition to the five(S) minutes daily personal time in the office provided for in the M-41 and M-39 Handbooks.

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

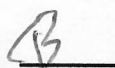
1. All regular City Letter Carriers will be on a rotation schedule, Sunday Monday, Sunday Tuesday, Sunday Wednesday, Sunday Thursday, Sunday Friday, Saturday -Sunday.
2. Determination of off day rotations for any future-full time route(s) assignment(s) and changes to any current full-time route assignments off day schedule shall be negotiated between the Postmaster and the Branch President or their designees.

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:

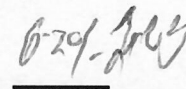
It is recognized by both parties that on occasion emergency conditions may exist which would encourage the Postmaster, or his/her designee will, prior to making a decision to reduce level of service, take into consideration factors such as:

1. The degree of emergency as stated by and acted upon by responsible government authorities.
2. Public notice of occurrences such as road closings, being advised by the media not to venture out unless it is an emergency, and reaction from customers to the emergency shall be given the greatest consideration prior to making any decision.
3. The accessibility of postal operations and its customers to employer and employee, and the safety and health of its employees.


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4. The Postmaster or his/her designee may notify the Branch President of his/her decision and plan of implementation prior to taking action to reduce the level of service.

ITEM #4: FORMULATION OF LOCAL LEAVE PROGRAM:

1. Installation heads and supervisors are responsible for scheduling and granting leave on an equitable basis. Care shall be exercised to ensure that no carrier is required to forfeit any part of his/her annual leave
2. City Letter Carriers will select choice vacation periods from February 1 through February 16 for the calendar year. City Letter Carriers will select based on their seniority/relative standing and will have two (2) working days in which to select their choice vacation period(s). After the junior most carrier has made their pick, CCAs may pick in order of relative standing. CCAs will count toward the leave percentage. Granting leave must be contingent upon the employee having a sufficient leave balance when the leave is taken.
3. After all City Letter Carriers have completed their two (2) picks for the choice Vacation Period", the calendar is closed. Any additional requests for "Annual Leave" in the choice vacation period", will be considered as "non- choice vacation period", and shall be granted using the guidelines set forth in Item 4(8) and Item 12(5) of this Agreement. These provisions will apply to daily as well as weekly leave, both in the choice vacation period: and outside of the choice vacation period." CCA's may be granted leave outside the choice vacation period".
4. City Letter Carriers will be permitted to cancel previously approved periods of choice vacation period" and the "non-choice vacation period" and must submit notice of cancellation in writing to his/her immediate supervisor at least seven (7) calendar days prior to the period he/she wishes to decline. For fully committed weeks, leave may be turned back only in the increment it was picked in, up to one week.
5. When a choice vacation pick is canceled, the senior carrier not afforded the choice will be notified by Management and the Shop Steward in no later than

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three (3) days. If the opening is declined all the way through the junior carrier the opening becomes a non-choice pick using guidelines set forth in Items 4(2) and 12(6) of the agreement.


6. Annual leave requests for annual leave during the non-choice vacation period submitted for periods of time that already have the full quota of carriers granted leave will be retained and marked Alternate 1, Alternate 2, Alternate 3, etc. leave will be granted to the carrier next in line.
7. City Letter Carriers who become ill during either "choice" or "non-choice Time" vacation may change their Annual Leave to Sick Leave upon providing sufficient proof of illness upon return to work.
8. Non-choice leave shall be granted at the rate of 12% of the total number of City Letter Carriers including (PTFs and CCAs) on the rolls at the time of selections. When computing 12% does not result in a whole number the fractional result of .5 or higher shall be rounded up to the next whole number.

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

1. The choice vacation period shall on begin the last Monday of May through and including the first week of September. Additional weeks will be:
2. The week between Christmas and New Years, December 26 through December 31.
3. Thanksgiving week, starting the Friday after Thanksgiving through the following Wednesday.

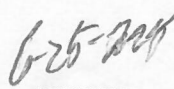
ITEM #6: THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD:

City Letter Carriers vacation will begin on Monday and continue through Sunday. Exceptions being Thanksgiving week and the week between Christmas and New Year's in Item 5 (1 and 2).


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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:

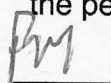
1. City Letter Carriers who are eligible for three (3) weeks may take their weeks consecutively or two (2) weeks consecutively or two (2) weeks and one(1) week or vice versa, or two (2) one-week periods.
2. City Letter Carriers eligible for two (2) weeks may take their weeks consecutively or one(1) week at a time.
3. City Letter Carriers may use additional incidental leave days in conjunction with their choice vacation period, if they so choose in accordance with Item 12.

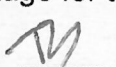
ITEM #8: WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE VACATION PERIOD:

1. An employee who is called for jury duty during the employee's scheduled choice vacation period shall be eligible for another available period providing this does not deprive any other employee of first choice for scheduled vacation.
2. A minimum of one City Letter Carrier attending a National and/or State Convention during the choice vacation period shall not be charged as a vacation selection and will not be counted in the number of carriers off during that period.

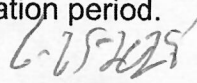
ITEM #9: DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD:

1. At least fifteen(15) percent of the City Letter Carrier force FTR, PTF and CCA'S at the delivery unit shall be granted annual leave during the choice vacation period. In those instances where computing the fifteen (15) percent does not result in a whole number, and the fractional result is 0.5 or higher, the next whole number will be considered the correct figure. **EXAMPLE: 2.5=3**
2. If a CCA is in their probation period during the first working day in January, they will not count toward the percentage for the choice vacation period.


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**Item #10: THE ISSUANCE OF OFFICIAL NOTICES TO EACH
EMPLOYEE OF THE CHOICE VACATION PERIOD APPROVED FOR
SUCH EMPLOYEE:**

The Shop Steward shall post the choice vacation calendar within three (3) days of completion of the choice vacation picks. Management and the Union will jointly update the calendar. Each City Letter Carrier will submit a completed PS Form 3971 in triplicate for each pick. One copy will go to the Shop Steward and the other two submitted to the supervisor. The supervisor. The supervisor will sign and return a copy of each selection to the City Letter Carrier within 72 hours of submission.

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

By October 1st of each year a notice shall be posted on the bulletin board to notify employees of the beginning date of the new leave year. Management shall also post a notice-advising carriers of the risk of losing accumulated annual leave in excess of 440 hours.

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

1. Form 3971 will be submitted to Management. The 3971 shall be prepared in triplicate. Management will date, initial and return the third copy to the carrier.
2. Periods of time less than a day, which are submitted on the same day, may be approved at management's discretion.
3. Management has 48 hours to return the 3971. If Management does not return the 3971 within 48 hours the leave request is approved.
4. Annual Leave other than choice will be granted on a first come first served basis, with the determining factor being the date submitted and carrier seniority/relative standing.
5. Annual Leave outside the choice vacation period may not



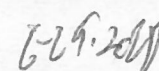
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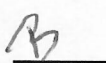
be requested more than 90 calendar days in advance. For approval at the earliest possible date, count the leave date as the 90th day and count back 89 days. Requests received on the same day will be determined by seniority. However, full weeks will take precedence over less than full weeks. Management will have 48 hours to approve the request. Carriers on sick or annual leave will be responsible for submitting applications through a second party and initialed by the Shop Steward.

6. The Shop Steward will distribute the choice calendar during the choice selection period by seniority. Carriers will return the calendar to the Shop Steward in two (2) business days.
7. Disapproval of any request for Annual Leave must be explained in writing on the PS form 3971 by the supervisor acting on said request with a reasonable explanation.
8. Carriers FTR, PTF, CCA's, may request leave in advance in anticipation that they will have sufficient leave for the time period requested.

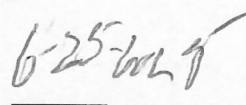
ITEM #13: THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY OR DESIGNATED HOLIDAY:

1. Management shall determine the number and category of employees needed for holiday work and for days designated as a holiday. Management shall schedule employees by the following priorities:
 - A. City Carrier Assistant by relative standing.
 - B. Part-Time Flexibles by seniority.
 - C. Full Time Regulars who volunteer to work on their holiday or designated holiday by seniority.
 - D. Full Time Regulars who volunteer to work on their non-schedule day by seniority.
 - E. Full Time Regulars who did not volunteer on what would otherwise be their non-scheduled day by inverse seniority that resets quarterly.
 - F. Full Time Regulars who did not volunteer to work on their holiday by inverse seniority that resets quarterly.


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

1. A section shall be identified as each individual station and the Overtime Desired list will be maintained by station by seniority.
2. If a City Letter carrier on the Overtime Desired List transfers to another station during the quarter, the Carrier will be allowed to place his/her name on the same Overtime Desired List at the gaining station. The hours worked by a Carrier who transfers during the quarter will not be counted at either the losing or the gaining station for equability for the quarter.
3. In order to ensure equitable opportunities for overtime, overtime hours worked and only opportunities verbally offered shall be updated by supervisor's weekly and posted on the bulletin board each week. A chart listing employee by seniority will be maintained at each station.
4. Overtime hours verbally offered and excused will be circled on the chart.
5. The wishes of a Non-ODL City Letter Carrier will be honored in instances management needs to go off the ODL List for mandatory overtime. In each case the City Letter Carrier will pick from the available sections by seniority. This will apply only when there is one open route. It will be management's discretion when there is more than one open route.
6. The Overtime Desired List shall be for all regular city carriers in this facility.
7. 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.
8. 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 24 hours of returning to work. Management will notify the carrier of the 24-hour rule when carrier returns to work.

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

Refer to Article 13 of the National Agreement.

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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:

Refer to Article 13 of the National Agreement.

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

1. It is agreed by the Hatfield, Post Office and Branch 920, NALC, that the following terms and conditions represent the basic understanding of the parties as to assignments of ill or injured employees to light duty assignments for the period of the agreement.
2. Light Duty requests will be submitted in writing to the installation head with medical documentation included. Light Duty requests shall be acted upon in a timely fashion (24 hours). Light Duty shall be provided to City Letter Carriers to the extent possible, within the limitations provided by the carrier's physician. The Postmaster or his/her designee shall notify the Shop Steward of 920 in writing of any and all light duty requests and the disposition of said request the same day the decision is made. In the event a Light Duty request is disapproved, the reason for the disapproval shall be stated in the written notification to the employee.
3. Sick leave balance will not be a factor in granting light duty.
4. The Postmaster shall make every effort to employ the City Letter Carrier in their own station(s) or branch(s) for light duty assignments.

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:

It is agreed that the Hatfield Post Office shall be known as an installation. All City Letter Carriers within the installation shall comprise a section.

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ITEM #19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES:

All City Letter Carriers are to park their privately owned vehicles in the gravel parking lot across the street from the Post Office. City Letter Carriers are not to park in the Customer Parking area for any reason, unless it is a Sunday, federal holiday, or authorized by the postmaster.

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 PERIOD PLAN:

Annual leave to attend Union activities other than conventions will be granted based on the needs of the service. National and State Conventions will be granted as per ITEM 8 of this Memorandum of Understanding.

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

Both Ten (10) minute breaks are to be taken on the street

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

1. Bidding for vacant assignments in the craft will be restricted to City Letter Carriers in the Hatfield Post Office, with seniority being the determining factor.
2. In instances when several assignments are posted, a City Letter Carrier may bid on as many assignments as are posted, stating his/her preference in the following order: 1st choice, 2nd choice, 3rd choice, etc.
3. City Letter Carriers applying for an assignment shall submit a bid in accordance with the provisions as outlined in the National Agreement.
4. The successful bidder shall be placed in the new assignment within seven (7) calendar days of the closing date of the bid. For those routes bid in December, the successful bidder shall be placed in the new assignment within seven (7) working days in January.
5. Two (2) copies of each posting will be sent to the President of Branch 920.

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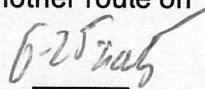
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6. In January of each year, a city letter Carrier roster by seniority will be posted.
7. When a City Letter Carrier route or full-time duty assignment other than the City Letter Carrier route(s) or full-time assignment(s) of the junior employee(s) is abolished at a delivery unit as a result of, but not limited to, route adjustment, highways, housing projects, all routes and full-time duty assignments at the unit held by City letter Carriers who are junior to the carrier(s) whose route(s) of full-time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in the Article. The posting for bid of routes and full-time duty assignments in the circumstances described immediately above shall be restricted to the affected delivery unit. This shall be an exception to the procedures for posting duty assignments provided in Article 41 of the National Agreement. Branch 920 reserves the right to delete the application of this provision in selected delivery units.
8. Posting Opting/Hold-down Opportunities:
 - A. Full-time reserve, unassigned regular, and part-time flexible, and city carrier assistants. City letter Carriers may indicate their preference for hold down assignments until on the Tuesday before the assignment commences.
 - B. Before the assignment commences, the senior carrier having indicated his/her preference shall be notified that he/she is awarded the assignment.
 - C. The above shall not apply when assignments become available upon less than seventy-two (72) hours' notice. In such circumstances, management shall inquire as to the preference of each employee and award the assignment to the senior employee who indicates a preference.
 - D. A City letter Carrier who, pursuant to subsections A-D above, has selected a craft duty assignment by exercise of seniority shall work that duty assignment for its duration.
 - E. A full-time regular carrier called into work on a non-scheduled day shall work their duty assignment along with the corresponding start time.
 - F. A Carrier Technician bumped by a regular carrier that is in on their his/her non-scheduled day off shall work on another route on


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his/her string that is vacant or being held down by a PTF or CCA.

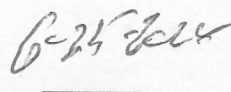
- G. If no such vacancy exists, the Carrier Technician shall have choice of any open full-time route assignment. If more than one Carrier Technician is bumped the senior Carrier Technician will have the choice of any open assignment.

9. When an assignment goes up for bid, management will post a sign-up sheet for those interested in trying out the route while it is up for bid. Up to the top 3 senior carriers, prior to the bid closing on a vacant route may request to try out the route for a period of one day pending approval of management, union steward, and any applicable hold down or T6 that may be aggrieved.


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THE HATFIELD STATION'S MUTUAL AGREEMENT CONTAINED ON PAGES ONE THROUGH THIRTEEN 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:

Steve MADA Postmaster [Signature] 6-25-2025
PRINT NAME and TITLE SIGNATURE DATE

For the National Association of Letter Carriers:

Thomas Bykowski Steward [Signature] 6/25/2025
PRINT NAME and TITLE SIGNATURE DATE

Rick Kriener Branch 920 [Signature] 6/25/25
PRINT NAME and TITLE SIGNATURE DATE