

LANSDALE

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

LANSDALE, PA.19446

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.

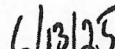

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ITEM # 1: ADDITIONAL OR LONGER WASH-UP PERIODS.

It is acknowledged by the parties that all City Letter Carriers at the Lansdale Post Office perform dirty work in the office and on the street. Therefore, City Letter Carriers shall be granted five (5) minutes prior to leaving for the street and before ending their tour per day for washing up after performing dirty work and/or attend to personal needs. This time is in addition to the five (5) 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.

All regular carriers in the Lansdale 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).


The exception is the Voma position: If the Voma is a member of the carrier craft he/she will have a fixed day off.

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.


1. The safety and health of employees are to be factors in any decision.
2. Should a local emergency condition occur:
 - A. Carriers on the street will contact management for instruction. Carrier's evaluation of conditions will be considered by management in making instructional decisions.
 - B. Carriers in office will be given instructions by management.


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ITEM # 4: FORMULATION OF LEAVE PROGRAM.

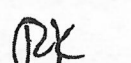
1. Installation heads and supervisors are responsible for scheduling and granting leave on an equitable basis. Care shall be exercised to ensure that no carrier is required to forfeit any part of his/her annual leave.
2. A choice and non-choice complement memo shall be determined and signed by both parties no later than December 15th of each year in accordance with guidelines set forth in Items 9 and 12 of this LMOU.
3. Two annual leave calendars will be posted. One for career carriers and one for non-career carriers. Career carriers on the rolls as of Dec. 1st of previous year will be included in the career carrier complement according to percentage agreed to in Items 9 and 12 of this LMOU. Non-career carriers on the rolls as of Dec. 1st of previous year shall be included in the non-career carrier complement according to percentage agreed to in Items 9 and 12 of this agreement.
 - A. Career non-choice annual leave period shall include all weeks outside of choice weeks outlined in Item 5.
 - B. Non-career non-choice annual leave period shall include all weeks outside of choice weeks outlined in Item 5 excluding the first full week of November through December 25th of each year.
4. Each carrier shall be responsible for planning his/her vacation period in accordance with his/her personal desire. The leave request shall be approved if carrier will have a sufficient leave balance at the time the leave will be taken.
5. Letter Carriers will select choice vacation periods beginning the second week in January of each year for the current calendar year. 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 2 working days, the next junior carrier will be notified to select their choice vacation period. All carriers shall indicate their choice(s) by printing their name on the choice vacation calendar, in the chosen week, indicating whether it is a first or second pick. A PS Form 3971 shall be completed in duplicate requesting the reserved week(s) prior to close of choice vacation selections. The choice calendar shall serve as their third copy. Carrier shall complete a PS Form 3971 indicating their non-scheduled days during requested week(s) and whether it is a first or second pick before submitting. An incomplete PS Form 3971 at time of submission may result in a disapproved request and may require resubmission. When all career and non-career carriers have completed their choice vacation selections, the choice vacation selections are closed. Union will make a copy and deliver original to management.
6. An NALC union steward or designee shall begin by notifying the senior career carrier and the senior non-career carrier that he/she is now on the clock to choose their first-choice vacation


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pick. This process shall continue through to the junior career carrier and junior non-career carrier. Second choice vacation picks shall begin from senior career carrier and senior non-career carrier through junior career carrier and junior non-career carrier. After all carriers have made their first and second pick, the remaining unchosen vacation periods will be made available to all carriers by seniority and/or relative standing up to minimums agreed to in Items 9 and 12 of this LMOU and non-choice period as outlined in item 4.3 and Item 5. Leave requests outside of choice vacation picks shall be honored when submitted and/ or withdrawn under guidelines set forth in Item 12.

7. Letter Carriers not at work when their name comes up shall be contacted by management or union to receive prime choice vacation selections. When notified, they will indicate a 1st, 2nd, and 3rd choice in writing. If week is still available when a choice is requested, the carrier's name shall be written in the appropriate vacation week. A carrier may submit his preferences in advance of any scheduled absence.

8. Any carrier reassigned to another station for any reason will be permitted to carry his/her approved annual leave with him/her to the new station.

9. Sick leave balance shall not be the determining factor in placing employees on a restricted sick leave list.

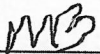
10. Cancellation Procedure.

A. Carriers wishing to cancel previously approved period(s) (day/s or week/s) of choice vacation leave selected during choice vacation picks must submit notice of cancellation in writing to his/her immediate supervisor, using a 3971, with a copy to the union at least 1 week prior to the beginning of the period he/she wishes to cancel. If period cancelled is one week or more, it shall be posted for bid for at least four (4) working days and awarded to the career/non-career senior bidder who was not afforded the opportunity to choose that vacation period during first picks. If cancelled leave is days, it will be made available to carriers by seniority according to Items 12.2 and 12.3 of this LMOU.


B. Thereafter, the available period (day/s or week/s) of annual leave will be awarded on a first-come, first served basis by career seniority and/or relative standing according to Item 12 of this LMOU. Submission ties will be awarded by seniority and/or relative standing.

C. Carriers wishing to cancel previously approved periods of other annual leave during the choice (leave that was not requested during first or second picks) and non-choice vacation period must cancel the entire leave request by submitting a 3971 indicating the dates cancelled to his/her immediate supervisor and the union.


11. Approved annual leave requests for thirty (30) minutes or less will not be counted toward the quotas of carriers permitted to use annual leave under items 9 and 12 of this agreement.


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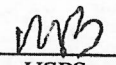

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
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12. Management shall approve a minimum of one submitted 3971 request per day.
13. There shall be no reserve/alternate listing for disapproved annual leave requests for vacation period(s) during the choice vacation period. Disapproved annual leave requests during non-choice vacation period submitted for periods of time that already have the full quota of carriers granted leave will be retained and marked Alternative 1, Alternative 2, Alternative 3, etc. (reserve list) If this vacation period is cancelled, the next one on reserve list shall receive notice that he/she has been approved for that vacation period.
14. Military leave shall not count as part of a carrier's selection for choice vacation period, nor shall it count toward calendar.
15. Management and /or union designee shall maintain and post a calendar that indicates carriers who are or who will be on leave.
16. 3971's must be filled out in triplicate for all requested leave except for choice first or second vacation pick. Third copy will be signed and dated by management with a copy provided to carrier immediately.
17. In cases of absences, carriers will be permitted to submit applications through a third party.
18. A union representative may submit an application for leave at any time, when the leave is for official union business.
19. Any days or weeks that remain open during choice vacation period after all first and second picks are completed shall be made available for annual leave requests according to 1 month and 3-month submission rules and awarded by seniority (career) and /or relative standing (non-career) carriers. All requests shall be approved if the employee has sufficient leave balance when the leave scheduled and approved and the current leave balance are considered. Carrier should check their leave balance prior to submitting a request for leave. If insufficient, carrier may have to cancel approved vacation prior to requesting unapproved leave. An insufficient leave balance at the time of submission may result in a disapproved request and may have to be resubmitted.
20. After all carriers have had an opportunity to make a choice vacation pick, the calendar shall be closed for choice picks.
21. Career and non-career Carriers are not excluded from additional requests for annual leave which fall within the choice vacation period and shall be approved up to minimum established in Item 9 of this LMOU with the exception of Thanksgiving week.

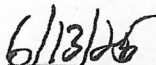

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22. When a CCA with approved annual leave is converted to career carrier, the approved leave shall be honored, and the converted CCA's name shall be noted in the appropriate slot on the career leave calendar as follows:

- A. If week in which this approved leave falls is a week with slots remaining, and there are no requests pending for any portion of this vacation period, it shall become part of the complement quota and the vacated slot on the CCA leave calendar would become available.
- B. If there is a pending request for any portion of the vacation period of an open week, the converted CCA's approved leave will be noted on career calendar as an extra slot.
- C. When vacation period is already filled to minimum required, the CCA's name is placed in an additional spot. The spot that was vacated on the CCA leave calendar will remain unavailable in this case.

23. At least nine (9) percent of the Letter Carrier force on the rolls on Dec.1 of previous year (including city carrier assistants) shall be granted annual leave during the non-choice vacation period on a first-come, first-served basis according to 1 month (12.3) or 3month (12.5) submission rules.

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

1. Career Choice Vacation Period.

The career choice vacation period shall consist of 24 weeks each year and will include the following:

- A. Beginning with the second full week of May and continue for 22 consecutive weeks.
- B. Week 23 shall begin on Monday of the week in which Thanksgiving Day falls and end on the Sunday after Thanksgiving Day with complement percentage reduced to 12% on the rolls as of December 1st of previous year.
- C. Week 24 shall be from December 26 through December 31(Christmas week).

2. Non-Career Choice Vacation Period.

The non-career choice vacation period shall consist of 18 weeks each year and will include the following:

- A. Beginning with the second full week of May and continue for 17 consecutive weeks.
- B. Week 18 shall be from December 26 through December 31(Christmas week).

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

1. Career Carriers- When a Vacation period is one week or more it shall begin on Sunday and continue through Saturday.

A. When requested period starts on a day other than a Sunday; it shall be signed by the union steward before being submitted to management.

B.Christmas week shall begin on 12/26 and continue through 1/1 of each year.

2. Non-Career Carriers-When a Vacation period is one week or more; the non-career carrier has the option of A or B below.

A.The vacation period will begin on Monday and continue through Sunday.

B.The vacation period will begin on Sunday and continue through Saturday.

C.When requested period starts on a day other than a Sunday or Monday, it shall be signed by the union steward before being submitted to management.

D.Christmas week shall begin on 12/26 and continue through 1/1 of each year.

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. Letter Carriers, at their option, may request two selections (first and second choice) by seniority in units of five (5) or ten (10) days, the total not to exceed the ten (10) or fifteen (15) days entitlement under Article 10, Section 3 of the National Agreement.

2. After all Letter Carriers have made a choice, they will have an opportunity to make a second choice, provided the total number of days does not exceed the ten (10) or fifteen (15) days allowed in Article 10.Section 3.D of the National Agreement.

3.Carriers eligible for three weeks may request those as follows:

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- A. Three consecutive weeks during first pick/carrier forfeits second pick.
- B. Two consecutive weeks during first pick/carrier may choose one week during second pick.
- C. One week during first pick/carrier may choose up to two consecutive weeks during second pick.

4. Carriers eligible for two weeks may request those as follows:

- A. Two consecutive weeks during first pick/carrier forfeits second pick.
- B. One week during first pick/one week during second pick.

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 against the total percentage of employees on leave during the choice vacation period.
- B. Any more than one (1) carrier attending a national, regional, or state convention or assembly during the choice vacation period will be counted against the minimum percentage or number of carriers off on annual leave during that period.
- C. A carrier who is called for jury duty during their scheduled choice vacation period or who attends conventions or other union business during their choice vacation period is eligible for another available period, provided this does not deprive another carrier of a first pick during the choice vacation 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 Letter Carrier force shall be granted annual leave during the choice vacation period at any given time, if requested. 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. At least twelve (12) percent of the career force carriers on the rolls as of Dec. 1 of the previous year shall be granted annual leave during the week in which Thanksgiving falls. In those instances where computing the twelve (12) 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:**

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2.5= 3.

3. At least 15% of non-career letter carriers on the rolls as of Dec. 1 of the previous year shall be granted leave during their choice vacation period at any given time, if requested. 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.

If percentage multiplied by non-career complement results in less than one, a minimum of one (1) shall be granted leave.

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

1. Non-choice.

3971 requests shall be returned to carrier within (2) days following submission. When 3971 is submitted by noon for the next day, the 3971 shall be returned to carrier with decision by close of business the same day. When a carrier submits a 3971 after noon for the next day, management may approve or disapprove at their discretion. Failure of the supervisor to approve/disapprove within the above mentioned time limits will be considered as automatic approval of the leave request. At no time can the automatically approved leave force management to grant leave in excess of the agreed upon minimums as outlined in Item 4, depending on the time period.

2.Choice.

A. Management shall approve 3971s for those career carriers with a sufficient leave balance no later than two (2) weeks after close of choice picks.

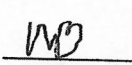
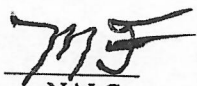

B. Management shall approve 3971 requests for non-career letter carriers that will have sufficient annual leave to cover all requested dates on the date the leave request begins.

C. Management shall return approved/disapproved 3971 requests to carrier within two weeks after close of choice picks.

D. If leave is disapproved, management must provide the reason for the disapproval to both the union and the carrier.

E. Non – career leave requests shall be approved, when available, if carrier will have sufficient leave at the time the leave is taken.

F. Career leave requests shall be approved if carrier has sufficient leave at the time leave is requested.


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G. Failure of the supervisor to approve/disapprove within 2 weeks after notification that choice calendar is closed will be considered as automatic approval of the leave request. At no time can the automatically approved leave force management to grant leave in excess of the agreed upon minimums as outlined in Item 9, depending on the time period.

3. The leave calendar will be annotated as the PS form 3971 is signed.

4. Requested leave shall be approved when available by seniority when 3971 is submitted on the same day.

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

Notification to the carrier craft of the beginning date of the new leave year to comply with the terms of the National Contract. Additionally, no later than the first of October, a notice shall be posted advising carriers of the risk of losing an over accumulation of leave, in excess of nationally negotiated amount (440 hours).

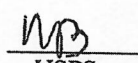
ITEM # 12: THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.

1. In cases where more than one PS Form 3971 is submitted on the same day, seniority and/or relative standing will break the tie. In all incidents where nine (9) 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. Letter Carriers requesting annual leave during the non-choice vacation period must submit PS Form 3971. Management will indicate on the PS Form 3971 the date and time it was submitted.

3. Requests for **less than 40 hrs. or less than one calendar week.** of annual leave may be submitted, no earlier than one calendar month prior to each day of the leave requested. When week ends in carrier's drop weekend Item 12.5 shall be followed (3-month rule).

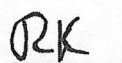
EXAMPLE: Suppose a carrier wants to request annual leave for June 1st, 2nd, 3rd and 4th. The carrier would submit a PS form 3971 no earlier than May 1st (one calendar

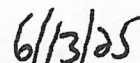

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month prior) for June 1st, May 2nd for June 2nd, etc. unless it is the carrier's long weekend (in which case item 12.5 would apply

4. Leave requested under this section must be requested in increments of 8hrs. or less.
5. Requests for either 40 hrs. or one calendar week or more of annual leave may be submitted no earlier than three calendar months prior to the first day of leave requested.
6. If any leave is turned back under this section, it must be cancelled prior to the first day of the leave period and will result in the entire block of leave being cancelled.
7. Once a leave period is started under this item, it cannot be turned back or cancelled.

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

Management shall determine the number and category of employees needed for holiday work and for days designated as a holiday. A notice calling for volunteers will be posted five (5) days prior to the Wednesday preceding the service week in which the holiday falls. Management shall schedule employees by the following priorities:

1. Full-time regular volunteers on non-scheduled day (OT pay) by seniority.
2. Full-time regular volunteers on holiday or designated holiday (holiday pay) by seniority.
3. Part-time flexible volunteers by seniority to the maximum extent possible, even if the payment of overtime is required.
4. City Carrier Assistant non-volunteers by inverse relative standing to the maximum extent possible, even if the payment of overtime is required.
5. Part-time flexible non-volunteers by inverse seniority to the maximum extent possible, even if the payment of overtime is required.
6. Full time regulars, who did not volunteer to work on their holiday or designated holiday, by inverse seniority (See # 8 and 9).

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7. Full time regulars, who did not volunteer to work on their non-scheduled day, by inverse seniority (See # 8 and 9).
8. Whenever a group of carriers are drafted, the next time that the same group of carriers with a common non-scheduled day are drafted, the drafting order will continue by inverse seniority.
9. Management will maintain a record of those drafted within each non-scheduled day grouping and will be listed by inverse seniority.
10. Carriers whose non-scheduled days are changed through the bidding process will be moved to their new grouping and the drafting of said carrier will be carried over to the new grouping.
11. Whenever carriers have traded non-scheduled days involving a holiday schedule, the originally scheduled carrier's seniority is used to determine who is drafted. If the original carrier would have been drafted, the carrier who traded will now be drafted. The chart will indicate that the original carrier was drafted, making original carrier eligible to be bypassed on next holiday schedule.
12. A carrier who has approved annual leave of at least 4 hours immediately preceding and at least 8 hours immediately following the holiday will not be drafted to work on their holiday, drop day, or designated holiday.
13. When a carrier turns back approved annual leave as scheduled in #12 above:
 - A. Must be done before annual leave begins, preceding the day of the working holiday.
 - B. Carrier shall be drafted, when applicable, according to Items 13.6 and 13.7.
 - C. Carrier may volunteer according to 13.1 and 13.2.
 - D. Last drafted carrier shall be removed from the holiday schedule if carrier who cancelled leave either volunteers or is forced.
 - E. There shall be no scheduling penalty when leave is turned back after holiday schedule is posted.
14. A carrier may volunteer to work their holiday or designated holiday after holiday schedule is posted by notifying management and the union. Volunteering carrier may be assigned to the holiday schedule. A carrier who was scheduled by forcing may be removed from list by last person forced, if no longer needed. Volunteering carrier will not be entitled to holiday schedule premium.

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.


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- 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

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.

The carrier craft in the Lansdale installation will be considered one section and/or unit.

ITEM # 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

1. When less than adequate parking spaces are available, after the needs of the service and federal law, a percentage of the remaining space, based on the ratio of employees at the installation, shall be assigned within the craft. Assignments will be made by seniority.
2. Parking assignments will be jointly reviewed by APWU, NALC, NRLCA and management and updated annually.

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 taken to attend union activities, requested prior to determination of the choice vacation schedule, any more than one (1) delegate, shall be considered part of the choice vacation plan.
2. Leave determination will be subject to the provisions of Article 24, Section 2 of the National agreement.

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

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2. The Overtime Desired List shall be for all regular carriers in this facility.
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 weekly to verify its accuracy.
4. 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 and union of his/her desire to sign the ODL within 48 hours of returning to work.
5. A newly converted or transferred carrier may sign the ODL within 48 hours of reporting for duty.
6. A regular carrier who signs the ODL more than twenty-one (21) days after the two week period prior to the start of the new ODL quarter may not be made equitable.

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 is to provide those light duty assignments available that are consistent with the needs of the service and within carrier's 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.

Light duty assignments shall be the same as they have been in the past. The tour of duty shall coincide with the employee's present tour of duty or as close as possible.

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

1. Light duty assignments will be those consistent with medical reports of authorized medical providers, such as office work, casing mail, labeling carrier cases, rewriting carrier removals or as directed by a supervisor within carrier's restrictions.
2. It is agreed that light duty assignments within the Lansdale post office, for letter carriers, may include but are not limited to:

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1. Article 7 - Employee Classification.

Branch 920 shall be notified immediately of the assignment of carriers by management when:

- A. A carrier is assigned to another craft for duration of five (5) consecutive working days or more.
- B. When a new tour is established combining carrier craft work with another craft.
- C. When there is a change in the carrier complement.

2. Article 14 - Safety and Health.

- A. Carriers shall not be required to drive an unsafe vehicle.
- B. All operational facilities and equipment used by Letter Carriers shall be maintained in a clean and operational condition.

3. Miscellaneous.

- A. Carriers will take both 10-minute breaks and lunch break during street time unless a request to take one or both 10 minute breaks and /or lunch break in the office is submitted and approved by management. Carrier cannot combine lunch and 10-minute breaks without prior approval from management.
- B. At the beginning of each quarter, a carrier roster by seniority will be posted on bulletin board on work floor by management with a copy provided to union.

4. Article 17 - Representation.

- A. No union representative shall be unreasonably denied access to the workroom floor for the purpose of performing his/her union duties after informing the supervisor.
- B. Letter Carriers serving on committees affecting the Letter Carrier craft shall be designated by the designated agent of the National Association of Letter Carriers at the local level. Said committee meetings shall be held during normal work hours.
- C. The following procedures will be used when an employee requests to see his/her shop steward:
 - 1. Employee will make request to see his/her shop steward during normal tour of duty.
 - 2. Employee will inform his/her supervisor of the nature of the request for union time.

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3. Supervisor will determine if requesting employee may see shop steward at time of request, if schedule permits grant reasonable amount of time.

4. If request for union time cannot be granted at time of request, it will be the supervisor's responsibility to schedule the time and date steward time will be granted. (Terms such as - *you can see your steward later, see your steward tomorrow, or maybe later today*, are inappropriate).

5. If the shop steward must leave his/her work area, the appropriate sections of Article 15 of the National Agreement will be followed.

5. Joint Labor/Management Committee Meeting

A. The parties to this agreement will meet within the last two (2) weeks of each calendar quarter in a joint meeting at each delivery unit. The meeting will convene at a mutually agreed upon time.

B. Agenda items will be sent to the Postmaster and NALC Branch 920 President for review four (4) days prior to scheduled meeting. Items not placed on such agenda shall be discussed only by mutual consent of the parties. Any agenda items that involve policy must be concurred with by the Postmaster and NALC Branch 920 President prior to implementation.

C. Special meetings: During the time between regular quarterly meetings, when matters arise, a meeting will be arranged between management and the union within two (2) working days or as soon as possible. These special meetings will not exceed one meeting each month.




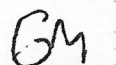
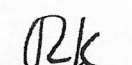
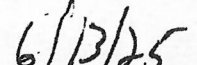
D. Management will furnish copies of disposition of agenda items to the union party head within three (3) working days, except in emergency situations.

E. The union will be allowed one representative (designated by the Branch 920 President) at each delivery unit on the clock. The union will also be allowed two (2) observers off the clock. Management is obligated to grant leave for this purpose. Any issues which cannot be satisfactorily resolved at the station level will be forwarded within five (5) days for resolution by the NALC Branch 920 President or his/her designee, and the Postmaster or his/her designee.

6. Article 26 – Uniforms.

A. Letter Carriers, while on duty, shall wear the official uniform as designated by the U.S. Postal Service.

B. Seasonal changes of uniforms shall be guided by postal policy, but subject to change based on local climatic conditions of the area as agreed to by representatives of the U.S. Postal Service and the Union.

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C. Individual situations will be reviewed by the representatives of the U.S. Postal Service and the Union.

D. In the absence of agreement based on reasonable consideration by the parties, the matter may be subject to the grievance procedure.

E. CCAs will receive authorization of uniform allowance within 10 days of eligibility.

7. Article 8- Overtime Desired List.

A. If a Letter Carrier on the Overtime Desired List transfers from another station during the quarter, the carrier will be allowed to place his/her name on the same or different 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 equitability for that quarter.

B. In order to ensure equitable opportunities for overtime, overtime hours worked and only opportunities verbally offered shall be updated by supervisors daily. A chart, listing employees by seniority, will be maintained at each station.

C. Overtime hours verbally offered and excused will be noted.

D. The overtime desired list shall be kept up to date on a daily basis, with all hours and opportunities noted whether accepted or not. In order to ensure equitable opportunities for overtime, overtime hours worked, and opportunities offered will be posted and updated weekly for each overtime desired list as outlined in Article 8 of the National Agreement and will include overtime hours worked on or off of their bid assignment.

E. If a full time regular is on leave for the two weeks prior to the beginning of a calendar quarter, said carrier will notify management and the union of their desired overtime choice according to Article 8 of the National Agreement either prior to start of leave or no later than the second day after returning to work. If carrier wishes to remain on same list as previous quarter, no notification is necessary, unless previous quarter was the fourth quarter.

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

1. POSTING/BIDDING.

A. Bidding for vacant assignments in the craft will be restricted to Letter Carriers in the Lansdale Post Office, with seniority and/or relative standing being the determining factor.

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B. In instances when several assignments are posted, a 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.

C. Letter Carriers applying for an assignment shall submit a bid in accordance with station's policies.

D. The successful bidder shall be placed in the new assignment within fifteen (15) calendar days of the posting of successful bidder. For those routes bid in December, the successful bidder shall be placed in the new assignment at the beginning of the 2nd full pay period in January.

E. When a Letter Carrier route or full-time duty assignment other than the 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, or housing projects, all routes and full time duty assignments at that unit held by Letter Carriers who are 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 Item 22. 1 of this LMOU. 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.

F. When deliveries on a particular route are added and/or subtracted from the route by 50% or more of current deliveries, that assignment shall be posted. The provisions regarding abolished duty assignments under Item 22.1.E of this agreement shall be followed.

G. When a full time duty assignment is assigned a change in existing time of assignment of more than one hour, the carrier whose assignment is affected shall decide if the assignment will be reposted.

2. Posting Opting/Hold-down Opportunities:

A. At each work location, management shall post all temporarily vacant full-time craft duty assignments of anticipated duration of five (5) days or more.

B. Full-time reserve, unassigned regular, part-time flexible, and city carrier assistant Letter Carriers may indicate their preference for such assignments until the Wednesday before the assignment commences.

C. Before the assignment commences, the senior carrier having indicated his/her preference shall be notified that he/she is awarded the assignment.

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D. 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.

E. A Letter Carrier who, pursuant to subsections 1-4 above, has selected a craft duty assignment by exercise of seniority shall work that duty assignment for its duration.

F In the event that management should fail to post a known available vacancy in time for the unassigned regulars, city carrier assistants, and part time flexibles to submit by Wednesday at noon, the deadline shall be extended to Saturday at noon.

G. Most hold downs will start on Monday due to that being the day when vacation periods start, but if the first day of a vacancy of 5 days or more falls on another day of the week, the hold down shall start on that day.

3.Reassignments.

A. When a full -time carrier is scheduled to work on their non-scheduled day, they will bump their carrier technician if there is a vacancy on their string and start at their corresponding start time.

B. If no vacancy exists, the carrier technician will then bump a reserve, part-time flexible or city carrier assistant who has opted on an assignment of one of the other four routes on the carrier technician's string. In such cases the opt is not terminated. Rather, he/she is temporarily bumped on a day-to-day basis. If no such vacancy exists on the string after A and B above is applied, the full -time carrier working their non-scheduled day, shall be assigned as needed and no bumping will occur.

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**THE LANSDALE STATION'S
MUTUAL AGREEMENTS CONTAINED ON PAGES ONE
THROUGH TWENTY 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:

Michael Brush Postmaster

(TYPE NAME, TITLE)



SIGNATURE

6/13/25

DATE

For the National Association of Letter Carriers:

MARK FEULNER STEWARD

(TYPE NAME, TITLE)

Mark Feulner

SIGNATURE

6-13-2025

DATE

JOHN D. CAMPBELL CITY CARRIER

John D. Campbell

6/13/2025

DATE

Gregory P. McCrory Jr. City Carrier

Gregory P. McCrory Jr.

6/13/2025

DATE

(TYPE NAME, TITLE)

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Rick Kuhl Branch 920
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