

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)

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THIS AGREEMENT COVERS THE
LETTER CARRIER CRAFT EMPLOYEES
OF
NEW HOPE, PA 18938

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 work, therefore upon request, management will grant a reasonable time to wash up prior to leaving for the street.

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

All full-time carrier work weeks will consist of five (5) service days, from Saturday through Friday, with a rotating schedule day off, (i.e., Sun-Mon, Sun-Tues, Sun-Wed, Sun-Thurs, Fri-Sat-Sun).

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.

A). Management 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.

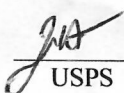
B). Installation head to establish adequate environmental working conditions in carrier work area. In case of complete light failure, carriers are to remain at their cases pending further instructions from management. Union officials are to be advised accordingly.


ITEM # 4: FORMULATION OF LEAVE PROGRAM

A). All items related to leave will remain in effect through the life of this agreement.

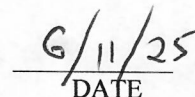
B). On February 1, a written notice signed by management and the union will be placed on both the management and union bulletin boards, announcing that selections for prime-time vacations will be submitted starting on March 1 through March 15. A notice announcing the approved vacation periods will be posted by April 1.

C). When the number of carriers off each week is determined, the supervisor will make a chart with one space for each carrier permitted off for each week of the vacation period. Starting with the senior (installation seniority) carrier, the supervisor will fill in the periods of vacation until all have made their selections. The steward in cooperation with the supervisor will contact each carrier personally and no carrier will be permitted to select until the carrier senior to them has selected. Carriers must make their selection within 24 hours of being contacted or they will forfeit their turn and be bypassed until they make their selection.


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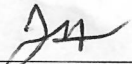


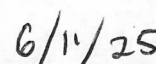
- D). After all carriers have made their selections, open periods may be filled by carriers wishing to take additional weeks according to seniority.
- E). When a vacation period is cancelled, the opening shall be announced and posted for one week if time permits and shall be filled by the senior bidder who was not afforded the choice of that vacation period on his/her initial bid.
- F). Exchange of an annual leave period will be permitted only after all carriers between the senior and junior exchangees in the installation have been offered said period.
- G). The Union Steward will advise management of the dates and carriers who will be attending either the State or National Conventions prior to March 1.
- H). Carriers who become ill on annual leave during their choice period shall be allowed to select another choice period if available. Sufficient proof of illness must be submitted upon carriers return to work.
- I). Leave other than prime time will be granted at the rate of 7% of the total carrier workforce (including PTFs and CCAs) at the New Hope installation with a minimum number of one (1) carrier to be granted annual leave. Additional carriers will be granted leave if possible. In those instances, where computing the 7% 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.
- J). After all carriers have had the opportunity to bid and have received their choice(s) by seniority during the choice vacation period. All weeks remaining open up to the 15% figure outlined in Item #9-A of this agreement will be subject to Item #12-A of this agreement.

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

The choice vacation period will begin May 1st through October 31st, with the corresponding weeks in each year of this agreement.

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

All vacations shall begin on Monday and end on Sunday midnight.

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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.

- A). 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 two (2) one (1) week periods.
- B). Carriers who are eligible for two (2) weeks may take their weeks consecutively or one (1) week at a time.

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

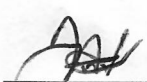
- A). Jury duty shall not be charged to the choice vacation period, a carrier called for jury duty during one or both of their choice vacation periods will be eligible to select another choice out of those that remain available.
- B). Attendance at National or State Conventions shall be charged to the number of carriers permitted off during the choice vacation period, but will not be charged with one of their choices if the National or State Convention choice is made prior to March 1 of each year covered by this memorandum.
- C). Article 10 (Leave) Section 3-F and Article 24 of the National Agreement shall also apply to this item.

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

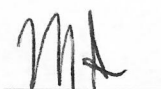
- A). The number of carriers who shall receive leave each week during the choice vacation period (May 1st through October 31st and corresponding weeks in each year of this agreement) shall be 15% of the total carrier workforce (including PTFs and CCAs) as of March 1 in each year of this agreement with a minimum number of one (1) carrier to be granted annual leave.
- B). The fractional formula described in Item #4-I shall also be used in Item #9-A

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

The approved vacation schedule will be posted on the bulletin board and the employees duplicate copy of form #3971 will serve as official notification.



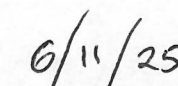
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ITEM # 11: DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

A notice will be posted on the bulletin board by October 1st of each year notifying all carriers of the beginning of the new leave year and the danger of loss of annual leave that has accumulated in excess of 440 hours. The scheduling of such leave will take place within seven (7) days of said notice and should be agreeable to management and the employee affected.

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

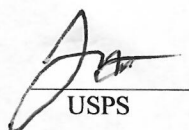
A). An application for leave other than prime time shall be submitted to the immediate supervisor on form # 3971 in triplicate, not exceeding three (3) calendar months prior to the date(s) requested, or no later than three (3) working days prior to the date(s) requested. Exceptions to the three (3) working day limit will be made when sufficient personnel are available and/or in an emergency situation. A Union Officer and/or Steward may submit leave requests prior to the three (3) calendar month limit when leave is for official Union Business. The supervisor will date and initial all copies and return one to the carrier immediately, this will serve as proof of the date submitted.

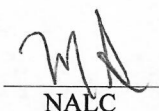
B). Exceptions to the above rule will be granted by the local postmaster or his/her designee, in the event of applications submitted for planned activities such as (but not limited to) weddings, anniversaries, graduation ceremonies and extended trips, etc... where advanced planning time is necessary. After consultation with the local union steward and the merits of this request are established, leave shall be granted up to the 7% rate in Item #4-I.

C). Annual leave other than prime time will be granted on a first come first serve basis with the determining factor being the date submitted. Ties will be determined by the seniority of the carrier. Applications submitted after 10:00 AM will be dated the following day. In cases of scheduled absences, carriers will be permitted to submit applications prior to the day of absence with an effective date not exceeding three (3) calendar months prior to the date(s) requested. Carriers on sick leave will be responsible for submitting their application through a second party and initialed by a union steward.

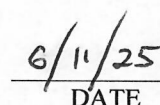
D). Disapproval of any request for annual leave must be explained in writing on form # 3971 by the supervisor acting on said request with a reasonable explanation.

E). Failure of a supervisor or management to take action on form # 3971, noting approval or disapproval within a 72-hour period and so notifying carrier will constitute automatic approval of said leave.


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

- A). Assign all CCAs and part-time flexibles to the maximum extent possible.
- B). Select full-time regular volunteers by seniority.
- C). Involuntary full-time regulars from the overtime desired list by inverse seniority, rotating through the life of the contract.

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

- A). The Overtime Desired list shall be available to all full-time carriers in the New Hope installation who so desire to place their names on said list in accordance with the National Agreement Article 8, Section 5.
- B). In order to better understand the articles of the National and Local Agreements pertaining to overtime, the following interpretations have been mutually agreed upon.
 - 1. Two weeks prior to the start of each calendar quarter, full-time regular carriers desiring to work overtime during that quarter shall place their names on an "Overtime Desired List". They will remain on this list until the end of the quarter.
 - 2. Regular full-time carriers whose names are not on the "Overtime Desired List", will not be required to work overtime unless all carriers on the list and all part-time flexible carriers and all qualified CCAs, casuals and transitional employees who are not on leave are utilized.
 - 3. If a regular full-time carrier not on the "Overtime Desired List" is required to work due to insufficient qualified carriers availability, it will be on a rotating basis through the life of this agreement, with the junior carrier being assigned first. A record of time worked will be kept along with overtime worked and offered.
 - 4. Regular full-time carriers whose names are not on the "Overtime Desired List" will not be permitted to work overtime until all carriers on the list and all part-time flexible carriers are afforded the opportunity to work. The exception to the above would be a carrier working on his/her own route on a regularly scheduled day.
 - 5. A regular full-time carrier on the "Overtime Desired List" cannot refuse to work overtime if it would mean forcing a regular full-time carrier not on the list to work. Exceptions to the above could be made in exceptional cases, when mutually agreed upon by management and the local union.
 - 6. The "Overtime Desired List" shall be kept up to date on a weekly basis, with all opportunities noted whether accepted or not.


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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.

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 light duty shall coincide with the employee's present 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 those consistent with medical reports of authorized medical doctors, such as office work, casing mail, labeling carrier cases, rewriting carrier removals, or as directed by a supervisor.

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.

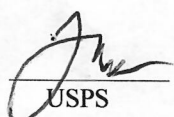
All carriers within the entire installation shall comprise the section.

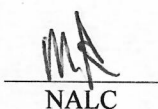
ITEM # 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

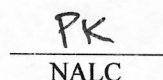
Parking spaces shall be provided for all carriers within space limitations.

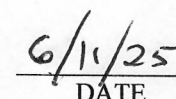
ITEM # 20: THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN.

Annual leave to attend Union activities will be granted when possible, and will not be part of the total choice period.


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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 will take both (10) minute breaks on the street. Routers or inside part time flexible carriers will take both ten-minute breaks in the office unless their assignment places them on the street. They will then take one (1) ten-minute break in the office, and one (1) ten-minute break on the street.

B). When a letter carrier route or full-time duty assignment, other than the letter carrier route (s) or 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 the letter carrier(s) 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 procedure in this article.

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

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

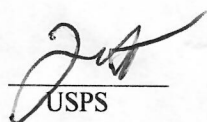
A). Notice inviting bids for letter carrier craft assignments to which a letter carrier is entitled to bid, shall be posted on the official bulletin board for ten (10) days. Copies of the notice shall also be sent to carriers who are expected to be absent through the bidding period to their last known address.

B). When more than one (1) assignment is posted at the same time, letter carriers shall have the right to bid for all assignments, stating their preference (i.e. 1st choice, 2nd choice, 3rd choice etc.).

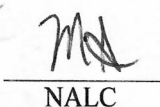
C). Local Union steward and affected carriers shall be consulted by management of any proposed changes in carrier duty assignments.

D). An updated seniority list of all carriers in the installation shall be kept posted and checked quarterly.

E). Upon request a carrier shall have retreat rights to his/her former route within five (5) working days of a bid assignment.



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**THE NEW HOPE 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:

Jim Holland, Postmaster [Signature] 6/11/2025
(TYPE NAME, TITLE) SIGNATURE DATE

For the National Association of Letter Carriers:

Mark Sutton Steward [Signature] 6-11-25
(TYPE NAME, TITLE) SIGNATURE DATE

Paul Keegan Branch 920 [Signature] 6/11/25
(TYPE NAME, TITLE) SIGNATURE DATE

[Signature] MA PK 6/11/25
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