

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

NORTH WALES PA 19454

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

There will be no additional or longer wash-up periods

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

All full-time letter carriers shall be on a rotating days off schedule (i.e., Sun-Mon, Sun-Tues, Sun-Wed, Sun-Thurs, Fri-Sat-Sun). The work week will start on Saturday and end on Friday.

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.

We will conform to the orders of local authorities during any emergency conditions. The local Union official will also be kept advised by management of all emergency conditions.

ITEM # 4: FORMULATION OF LEAVE PROGRAM

Management shall notify all carriers by January 1st of the beginning date of selections for the choice vacation period.

The leave year will be divided into 3 groups:

1. January, February, March, April – Non-Prime
2. May, June, July, August, September – Prime
3. October, November, 1st 2 weeks December – Non-Prime

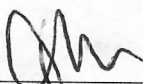
The Union Steward representing North Wales will facilitate the submission of Prime-Time leave, adhering to Local Agreement. Management will act on the results of the end of the process validating that the results conform to the Local Agreement. The Steward will post a completed calendar in the swing room for the carriers to view. Management will keep the official calendar secured in the Supervisor's Office.

Selections are to be made in weekly increments.

There shall be 3 weeks vacation allowed during Prime Time.

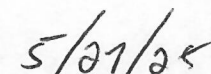
There shall be no exchanging of leave between employees.

Cancellations of leave shall be requested no less than thirty days in advance.


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

Choice vacation (Prime Time) will be May through September and December 25th through 31st

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

The leave week (s) shall begin on Monday and end on Sunday.

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

The Union Steward representing North Wales will facilitate Item 7

Letter Carriers shall be permitted to make their vacation selections as follows:

There shall be two passes through the Prime Time Leave calendar by seniority. On the first pass, carriers can select any of the following:

1 week

2 consecutive weeks

2 non-consecutive weeks

3 consecutive weeks

The list will then be passed to the next senior carrier. When all carriers have indicated their choice, they shall begin again at the top of the seniority list for the second pass.

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

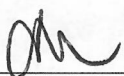
Jury Duty and attendance at State or National conventions will not be charged to choice vacation period quotas.

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

15% of the carriers will receive leave during Prime-Time. 9% of the carriers will receive leave during Non-Prime. Leave will be based on the career compliment of carriers

Compliment will be established by the number of eligible Career City Carriers (including PTFs) listed on the official payroll of the office as of January 15th of the leave year.

CCAs will be permitted to make their prime time vacation selections after all career carriers (including PTFs) have made their second pass selections.

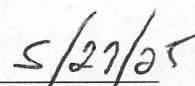


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ITEM # 10: THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE

The Union Steward representing North Wales will facilitate the following:

Each carrier shall submit, following selection of their choice, PS Form 3971 in duplicate, filling it out completely. The completed forms will be submitted to the Union Steward. When the process is completed, the Steward will submit forms to management for approval, signing and filing. Approvals will be granted after annual leave balances are verified by management.

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

Management shall, upon publication of the new calendar by the Postal Service, publicize on bulletin boards, the beginning of the new leave year. The new leave year shall begin with the first full pay period of the calendar.

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

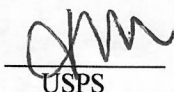
Non-Prime Time bids for vacation leave shall be handled in the following manner:

Selections are to be made in weekly increments.

January through April will be selected starting on September 1st by seniority, **Including CCAs**, with a maximum of 3 weeks allowed.

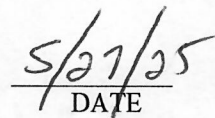
October, November and first 2 weeks of December will be selected starting on May 1st, by seniority, **Including CCAs**, with a maximum of 3 weeks allowed.

Any leave request for leave of less than a full week must be submitted at least 48 hours prior to the requested leave date. Leave requests for leave of less than a full week for a work week that includes a holiday, must be submitted 72 hours prior to the selected leave date. That includes Saturday of the work week that includes the holiday. Approvals will be granted after annual leave balances are verified by management.


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

Management will select carriers to work on holiday schedules in the following order:

1. CCAs
2. Part-Time flexibles
3. Volunteers
4. Non-Volunteers by inverse seniority

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

Overtime Desired List shall consist of the entire installation.

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

Light duty assignments will be limited to carrier casing His (her) own route while work is available or casing other routes if he (she) is able to maintain minimum casing standards and if work is available.

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.

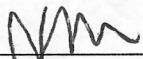
We will comply with the provisions provided for in the National Agreement.

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

We will comply with the provisions provided for in the National Agreement.

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.

A section shall be defined as the whole delivery unit of the North Wales Post Office.

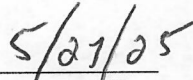


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ITEM # 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

Use of parking spaces will be first come first served. The exceptions will be the spaces reserved for management personnel.

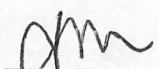
ITEM # 20: THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN.

Attendance at Union activities shall not be charged to the total percentage (%) allowed off and will not count as an annual leave choice.


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

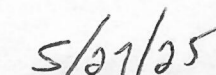
The reposting of routes will begin with the seniority of the carrier who lost his (her) route and all junior to the carrier affected.

When a regular carrier bid assigned to a route is scheduled to work his drop day, he will work his route along with the corresponding start time. The carrier technician assigned to that route will be given an open route on his bid assignment swing or they can bump any CCA or PTF on a hold-down that is on their sting. If there are no routes open and no bumping available on their bid assignment swing on that day, management will assign the carrier technician to other work available.


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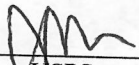

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ITEM # 22: LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING.

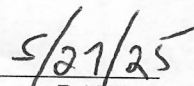
Scope and method of posting and bidding:

1. A vacant or newly established duty assignment not under consideration for reversion shall be posted within 5 working days from the day it becomes vacant or established.
2. The successful bidder must be placed in the new assignment within 15 working days except in the month of December.
3. The successful bidder shall have 5 working days retreat rights to his prior assignment
4. A copy of all posted notices affecting the Letter Carrier Craft shall be sent to the NALC
5. Notices inviting job bids shall be posted on section wide basis.
6. A Union representative will be present for verification of the successful bid by seniority.


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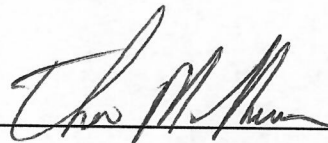
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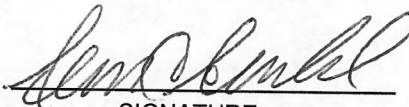

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**THE NORTH WALES STATION'S
MUTUAL AGREEMENT CONTAINED ON PAGES ONE
THROUGH EIGHT OF THIS LMOU SHALL BE IN FULL FORCE
AND EFFECT UNTIL MIDNIGHT MAY 22, 2026, UNLESS
EXTENDED BY AGREEMENT BETWEEN THE PARTIES AT
THE NATIONAL LEVEL. THE TERMS OF THIS LMOU ARE
SUBJECT TO THE GRIEVANCE PROCEDURE AS CONTAINED
IN THE NATIONAL AGREEMENT.**

For the United States Postal Service:

Thomas McMenamin Postmaster  5/27/25
(TYPE NAME, TITLE) SIGNATURE DATE

For the National Association of Letter Carriers:

SEAN GERCKE PRESIDENT  5/27/25
(TYPE NAME, TITLE) SIGNATURE DATE

(TYPE NAME, TITLE) _____
SIGNATURE _____
DATE