

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

PERKASIE, PA. 18944

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

Installation heads shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic materials.

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

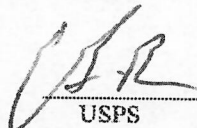
All regular carriers in the Perkasia Post Office will be on a rotating days off schedule with a five (5) day workweek (i.e. Sunday -Monday, Sunday -Tuesday, Sunday- Wednesday, Sunday - Thursday, Friday-Saturday-Sunday)

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. It is recognized by both parties that on occasion, emergency conditions may exist which would encourage the employer to consider the curtailment of mail.
2. The Perkasia post office shall comply with all requests by local (city and county), state, and federal officials in regard to any emergency that may be an endangerment to life or limb of the people in the affected area.

ITEM # 4: FORMULATION OF LEAVE PROGRAM

1. Management shall notify all carriers by January 5th of the beginning and ending dates of the period for making selections during the choice vacation period.
2. Carriers shall indicate their selection for the choice period on a calendar and properly fill out PS Form 3971. The shop steward in cooperation with the supervisor will contact each carrier personally and no carrier will be permitted to select until the carrier senior to him/her has been afforded the opportunity to make their selection. Carriers must make their selection within 48 hours of being contacted. After all carriers have completed their two picks for the choice vacation period, the calendar is closed. Any additional request for annual leave, up to maximum allowed in item 9, shall be granted using the guidelines set forth in item 12 of this agreement. These provisions will apply to daily as well as weekly leave, both in the choice and non-choice periods.
3. Leave other than choice vacation period will be granted at the rate of seven percent (7%) of the career city work force. The number of the career city carriers on the rolls as of January 1st of each year will be used in determining this percentage. If the decimal result is .5 or higher, the next higher number will be used.


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4. All cancellations shall be re-posted as soon as management is notified of the cancellation. Cancellations must be in writing on PS form 3971.
5. There shall be no exchanging of leave unless all carriers senior to either one of the carriers exchanging leave have had the opportunity to participate in the exchange.
6. No carrier will be called in to work while on Annual Leave; the only exception will be a carrier on the ODL who has volunteered to work their drop day that week.
7. Military leave will not count as part of a carrier's selections for the choice vacation period, nor will it count against the office quota for the choice period.
8. Annual leave taken under the provisions of the Family Medical Leave Act will not count as part of the carrier's selections for choice period.
9. Management will post the leave calendar as soon as it is completed.
10. All leave requests will be approved or disapproved within 72 hours or the request is automatically approved. Requests will be approved on a first come first served basis (date of submission), ties will be approved by Seniority.

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

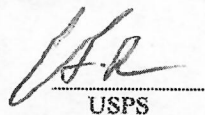
The choice vacation period shall begin with the first full week of April and continue through the last full week of October. Choice vacation period will also include the week of Thanksgiving beginning on the Monday prior to Thanksgiving Day returning to work on Monday after Thanksgiving Day and December 25 through January 1.

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

Letter carriers will start their vacation on Monday and return to work on Monday following their vacation, unless that Monday is a holiday or the carrier's non-scheduled day, in which case they will return to work on Tuesday following the end of their vacation. Christmas week shall begin on December 25th and end on January 1st, returning to work on January 2nd. If January 2nd is a non-scheduled day, carrier will return to work on January 3rd.

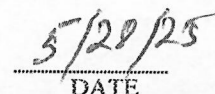
ITEM # 7: WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS.

1. Carriers who are eligible for 3 weeks may choose those weeks in the following manner:
 - A. Three consecutive weeks with one pick, then forfeit their second pick.
 - B. Two consecutive weeks and one week.
 - C. One week and two weeks.


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2. Carriers who are eligible for 2 weeks may take those weeks in the following manner:

- A. Two consecutive weeks with one pick
- B. Two one-week picks

3. Carriers are not excluded from additional choice vacation selections, provided they have the sufficient leave on record and the rules found in Items 4 and 12 are followed.

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

Jury duty will not be considered part of the quota of carriers off during the choice vacation period.

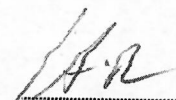
A carrier attending a National or State Convention, or Congressional Breakfast during the choice vacation period will not be counted in the numbers of carriers scheduled off during the choice vacation period.

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

- 1. 14% of career carriers will be granted Annual Leave during the Choice vacation period. This period is outlined in item 5.
- 2. Non-career carriers will receive a choice vacation pick after the second rotation of regular carriers have made their choice vacation picks. Non-career carriers shall be granted annual leave that will be earned by the time the leave occurs.
- 3. Non-career picks shall not count towards or against the choice or non-choice vacation period.

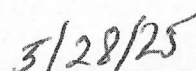
ITEM # 10: THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE

The approved choice vacation schedule will be posted by management as soon as it is completed. A duplicate copy of the employee's PS Form 3971 will serve as the official notice.


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

No later than October 1st, management will post a notice-advising carriers of the risk of losing accumulated annual leave in excess of 440 hours and of the beginning date of the new leave year.

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

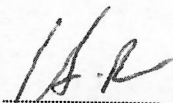
Carriers will fill out 3 copies of PS form 3971 within 90 days of requested date off.

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

1. CCAs, Casuals, and PTFs.
2. Full time regulars who volunteer to work on their non-scheduled day by seniority.
3. Full time regulars who volunteer to work on their holiday or the day designated as a holiday by seniority.
4. Full time regulars who did not volunteer on what would otherwise be their non-scheduled day by inverse seniority.
5. Full time regulars who did not volunteer to work their holiday or day designated as their Holiday by inverse seniority on a rotating basis.

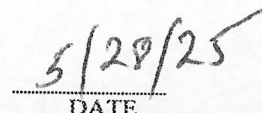
ITEM # 14: WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR.

1. The Overtime Desired List shall be for all regular city carriers in this facility.
2. 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.
3. 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 48 hours of returning to work.


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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.

Article 13 of the National Agreement will apply.

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.

Article 13 of the National Agreement will apply.

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

Management recognizes its responsibility to aid and assist deserving full-time regular or part-time flexible employees who through illness or injury are unable to perform their regularly assigned duties. Accordingly, management will make every effort to find light duty work for injured and ill carriers.

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.

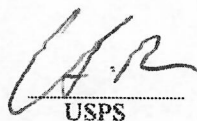
All carrier assignments within the installation shall comprise a single action.

ITEM # 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

Parking will be on a first come first served basis.

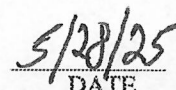
ITEM # 20: THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN.

Approved annual leave to attend union activities shall not be part of the total choice vacation plan.


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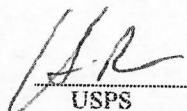
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ITEM # 21: THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT.

1. Carriers will take both 10-minute breaks on street time.
2. Training of new carriers will be done by the OJI whenever possible.
3. Full time (FT) regular carriers who are called into work on a non-scheduled day shall work their (FT) assignment, along with it's corresponding starting time.

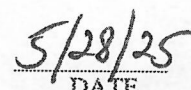
ITEM # 22: LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING.

1. Management will post all available full-time craft duty assignments of an anticipated duration of 5 days or more in a timely manner so as to give unassigned regulars, PTF's, and CCA's the opportunity to submit a hold down bid for the upcoming service week.
2. An updated seniority list of all carriers in this installation shall be posted every quarter, provided there are no changes in the complement
3. Article 41.3.0 of the national Agreement is included in this agreement as per union request.
4. Letter carrier assignments shall, at the option of the incumbent carrier, be posted for bid when there is a change of more than one hour in the starting time. If the route is posted for bid, all routes occupied by carrier with lesser seniority will also be posted for bid.
5. A full-time regular carrier scheduled or called into work on a non-scheduled day shall work his/her full time assignment. The carrier technician will be bumped according to applicable language in item 22.6 thru 22.13 of this agreement.
6. The carrier technician bumped on this day will have their choice of any open assignment on their string that day.
7. When no open assignment on the carrier technician's string is available, he/she may bump a CCA on a hold down within his /her string for that day only.
8. When no open assignments are available for the bumped carrier technician, he/she will choose from the open regular assignments on that day.
9. When the carrier technician is bumped and there are no regular assignments open that day, he/she will be utilized at management's discretion in order to fulfill 8-hour guarantee.


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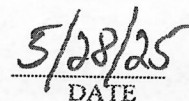
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10. When the carrier technician is scheduled or called into work on their non-scheduled day; he/she will have a choice of any open assignments on their string that day.
11. When the carrier technician is brought into work on their non-scheduled day and there are no open assignments on his/her string then the carrier technician may bump a CCA on a hold down on his/her string for that day.
12. When the carrier technician is brought into work on their non-scheduled day and no open assignments are available on his/her string, the carrier technician will have the choice of any available open regular assignments that day.
13. When the carrier technician is brought in to work their non-scheduled day and no open regular assignments are available that day, he/she will be utilized at managements discretion in order to fulfill the 8-hour guarantee.
14. A CCA on a hold down that is brought into work on that assignment's non-scheduled day will not bump the carrier technician off of his/her assignment that day.
15. A successful bidder shall have a maximum number of fourteen (14) working days retreat rights to return to his/her prior assignment. If the senior bidder exercises his/her right to retreat, then the posted assignment shall be awarded to next senior bidder with the same retreat rights.


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THE PERKASIE 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:

AHSANUR RAHMAN [Signature] 5/28/25
(PRINT NAME, TITLE) SIGNATURE DATE

For the National Association of Letter Carriers:

Patrick Kitt Shop Steward [Signature] 5/28/25
(PRINT NAME, TITLE) SIGNATURE DATE

Pick Kirkner Branch 920 [Signature] 5/28/25
(PRINT NAME, TITLE) SIGNATURE DATE