

MAY 21, 2023 to 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
POTTSTOWN PA 19464**

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

Each letter carrier will be granted 8 minutes for wash-up after casing the route and prior to delivering on the street. Every letter carrier will also be granted 5 minutes for wash-up after returning to the office from the street. Every letter carrier working as a router shall be granted 3 minutes for wash-up before lunch and 3 minutes for wash-up prior to the end of tour.

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

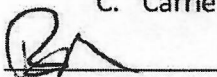
All letter carrier positions shall be on a rotating days off schedule, with the work week running from Saturday through Friday. The rotation will be Sunday-Monday, Sunday-Tuesday, Sunday-Wednesday, Sunday-Thursday, Friday-Saturday-Sunday.

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

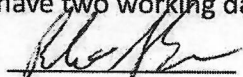
The decision for curtailment of postal operations to conform to the orders of the local authorities, or as local conditions warrant because of emergency conditions, shall be made by the installation head. Management shall, within a reasonable time-frame, have a floor speech informing all employees of the about the emergency phone number available to postal employees to use such that they may be informed about postal operations relative to curtailment at their leisure. This number shall be posted in an easily viewable location within the post office.

ITEM #4: FORMULATION OF LEAVE PROGRAM

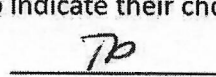
1. **Date of notification for making choice period selections** – Management shall notify all carriers by November 1 of the beginning and by December 1 of the ending dates of the period for making selections during the choice vacation period.
2. **Method for making choice selections:**
 - A. Carriers (inclusive of regular, PTF, and CCA carriers) shall indicate their selection for the choice period on the PS Form 3971 (per Item #10).
 - B. Selections for this period will begin on the first work day in December for the upcoming year and will be by seniority/relative standing.
 - C. Carriers will have two working days to indicate their choices.



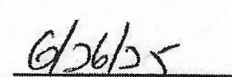
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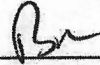


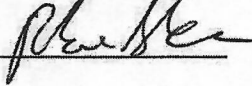
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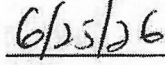
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- D. Carriers who fail to make their choice within 2 working days will be bypassed until all other carriers have selected.
- E. A representative selected by Branch 920 will, in conjunction with management, coordinate and post successful bidders for the choice period on the leave calendar.
- F. The percentage of carriers off on annual leave is calculated using the number of carriers on the rolls when the selections for the choice vacation period begins.
3. **Quota of carriers off during non-choice period** – There shall be 8% of the carriers (inclusive of regular, PTF, and CCA carriers) off on annual leave on any given day throughout the year with the following exceptions.
- A. May 1 to the first full week after Labor Day will be 15%.
- B. The week of Thanksgiving will be 15%.
- C. Christmas week (December 26 – December 31) will be 15%.
- D. In instances where computing the percentage figure does not result in a whole number, the fraction of 0.5 or higher shall be rounded to the next higher whole number.
4. **Ill during vacation** – Carriers who become ill while on annual leave during the choice period shall be allowed to have another selection during the choice period if another week is available during the choice period. This will be contingent on the carriers bringing in the appropriate medical documentation.
5. **Re-posting of cancellations** – Employee cancellation of officially approved leave must be in full increments no later than 2 weeks prior to the scheduled starting date. Cancellation must be on PS Form 3971 in triplicate with copies given to the employee, NALC steward and management. Such cancelled leave will be re-posted immediately. Bidding for such leave will begin with the carrier junior in seniority to the cancelling employee.
6. **Exchange of leave** – There shall be no exchanging of leave.
7. **Transferring with leave** – Any carrier transferring from one station to another will be granted his/her annual leave as previously scheduled in the station from which the carrier transferred.
8. **Vacation call-in** – No carrier will be called in to work while on annual leave except in emergency situations.
9. **Military leave** – Military leave will not count as part of a carrier's selection for the choice period, nor will it count against the office quota for the choice period.
10. **FMLA** – Annual leave taken under the provisions of the Family Medical Leave Act will not count as part of a carrier's selections for the choice period, nor will it count against the office quota for the choice period.


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11. Posting of schedule – Management will post the leave chart as soon as it has been completed.

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

The selecting period will run as noted in Item #4.3 and Item #9.

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

Letter carriers will start their vacations on a Sunday and return to work on Monday following their vacation, unless Monday is a holiday or a non-scheduled work day, in which case, they will return to work on the Tuesday following the end of their vacation.

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

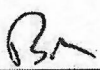
Carriers (inclusive of regular, PTF, and CCA carriers) who are eligible for 3 weeks will make 2 selections (total of 10 days) either consecutively or separately on the 1st pick, and one selection (5 days) on the 2nd pick in accordance with leave earned annually. Any non-selected slots shall be filled by seniority/relative standing on a first come first serve basis.

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

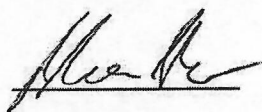
Jury duty will not be considered as part of the quota of carriers off during the choice vacation period. Attendance at union conventions shall not be charged as a vacation selection.

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

There shall be 15% of carriers off each week during the choice vacation period. This inclusive of regular carriers, PTF's, and CCA's. In those instances where computing the percentage does not



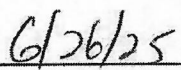
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result in a whole number, the fraction result of 0.5 or higher shall be rounded to the next whole number. The percentage of carriers off throughout the year will be as follows:

1. January 1 to April 30 will be 8%.
2. May 1 to the first full week after Labor Day will be 15%.
3. Mid-September to December 24 (excluding the week of Thanksgiving) will be 8%.
4. The week of Thanksgiving will be 15%.
5. December 26 to December 31 will be 15%.

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

Each carrier craft employee will submit, following final selection of his/her choice (and non-choice where applicable) vacation period(s), PS form 3971 in duplicate, filling in applicable items. A union designee will submit the PS Form 3971 to the supervisor in order of seniority. A copy, signed by the supervisor, will be returned to each carrier craft employee within 24 hours.


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

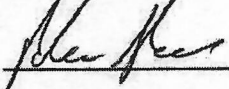
No later than November 1 of each year, management will notify all carrier craft employees through the General Orders of the beginning date of the new leave year. The General Orders with this information will be read to all employees at each respective work location.


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

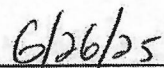
1. Procedure for making non-choice period vacation selections:

- A. Begins immediately when choice selections are completed.
- B. Selections for this period are by seniority/relative standing.
- C. Each carrier will be given one selection up to 6 days.
- D. Carriers will be ready to select when notified. Carriers not selecting will be bypassed. Carriers shall indicate their selection on PS Form 3971 (per Item #10). A representative selected by Branch 920 will, in conjunction with management, coordinate and post the successful bidders. A reasonable amount of time daily, not to exceed 1 hour, will be allotted to complete the sign-up.


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2. Procedure for applying for incidental leave.

A. Carriers requesting incidental annual leave must submit PS Form 3971 not more than 90 days in advance. Station supervisors will indicate on the PS Form 3971 the date it was submitted. Management will reply within 48 hours following the submission of PS Form 3971.

B. Annual leave shall be granted on a first come first serve basis except when applicants for the same day or days off apply on the same workday, then seniority/relative standing will prevail.

C. Non-scheduled days will not count against the carrier work force off on annual leave on any given day during the non-choice vacation period.

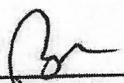
D. A representative selected by Branch 920 will, in conjunction with management, coordinate and post successful bidders for incidental leave on the calendar.

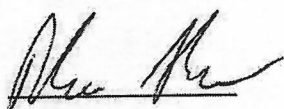
ITEM #13: THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY.


1. Full time volunteers on holiday or designated holiday.
2. Full time volunteers on off-days (overtime pay by seniority, carriers on overtime desired list will be given priority.)
3. PTF's
4. CCA's
5. Mandatory overtime – full time non volunteers on holiday or designated holiday by inverse seniority.
6. Mandatory overtime – full time non-volunteers on non-scheduled day by inverse seniority (overtime desired list does not come into play.)

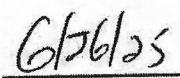
ITEM #14: WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR.

The overtime desired list shall be "installation wide" by craft.


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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.

Refer to Item #17.

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 ADVERSLEY AFFECTED.

Refer to Item #17.


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

Management recognizes its responsibility to attempt to show consideration for full time regular, PTF, and CCA employees requiring light duty assignments requested in accordance with Article 13 of the National Agreement. The following but not limited to are to be considered light duty assignments based upon medical evidence submitted by the employee:

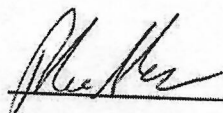
1. Marking up CMU returns.
2. Maintenance of 3982 cards
3. Labeling inside of apartment and cluster boxes
4. Performing services on routes in which ill or injured employees may be able to perform.
5. Any normal carrier duties, which the ill or injured employees may be able to perform physically or as noted by the employee's physician.
6. Clerical work related to customer care.

ITEM #18: THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITH AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.


Identification of work area or area of assignment is "installation wide" by craft.



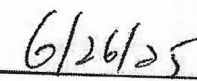
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ITEM #19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

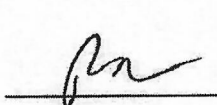
In the event that parking spaces, which are excess to the needs of the service, would become available in the future, management will consult with NALC Branch 920 in determining the spaces to be allowed the carrier craft.

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.

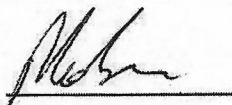
1. A union officer and/or steward may submit requests for leave prior to the time limit when the leave is for official union business. This leave will not be inclusive of the 8% or 15% limit of carriers off.
2. Union activities shall include, but are not limited to working on behalf of NALC Branch 920, seminars, workshops, training sessions, political activities, educational forums, and all other activities sponsored by the NALC or AFL-CIO.

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

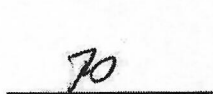
1. In accordance with the provisions of Article 17 Section 5 of the National Agreement, management will meet monthly with the appropriate representatives of Branch 920 at a time that is mutually agreed upon. A written agenda, properly signed by a Branch 920 officer, shall be submitted to the postmaster at least 3 days prior to the proposed meeting. Management will record the contents and actions for the Labor-Management meetings. A written copy of the proceedings will be submitted to Branch 920 as soon as possible following the meeting.
2. Representatives of Branch 920, when given permission by management, may use post office telephones for the purpose of performing and engaging in official union duties related to grievances. Branch 920 will compensate the employer for the toll charge of the phone call.
3. Carriers will take both 10-minute breaks on street time. An exception will be made for employees performing router or other duties for all or a substantial part of the day. Carrier technicians will enter in each route book the approximate location of their breaks, unless they are the same as the regular carrier assigned to the route. PTF's and CCA's, when assigned to



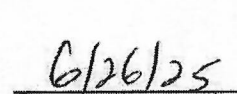
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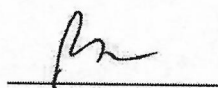
carry a full route, will have the option of observing the approximate break locations of either the regular carrier or the carrier technician, or a combination of the two.

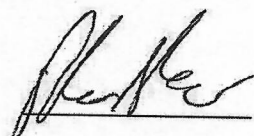
4. When the letter carrier route or full-time duty assignment, other than the letter carrier route(s) or full-time duty assignment(s) of the junior employee(s) is abolished at a delivery unit as a result of, but not limited to, route adjustments, highway, housing projects, all routes junior to the carrier(s) whose route(s) or full-time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this Article.


5. There shall be no set date for wearing summer or winter weight uniforms, provided the carrier is professional in appearance.

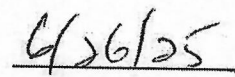
ITEM #22: LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING.

1. Notice inviting bids for letter carrier's craft assignments to which a letter carrier is entitled to bid shall be posted at both clocks for 10 days. Copies of the notice shall be given to the local union.
2. When more than one assignment is posted at the same time, carriers may bid on all assignments stating their preferences that is 1st choice, then 2nd choice, ect.
3. The posting of a full-time letter carrier assignment, when there is a change of more than one hour in the starting time, shall be at the option of the affected carrier.
4. A seniority list of all carriers shall be posted and changed when applicable.
5. The senior qualified applicant for a vacant assignment shall be placed in the new assignment within 15 days.
6. Employees will have retreat rights to his/her prior assignment within 5 days.
7. A full-time regular carrier brought in to work on a non-scheduled day shall work his/her full-duty assignment. The carrier technician scheduled to work the route that day shall work on another route on the string that is vacant that day. If there is no such vacancy the carrier technician shall be assigned as needed.
8. Management shall post all temporarily vacant full-time craft duty assignments of anticipated durations of 5 days or more. Full-time reserve, unassigned regular, PTF, and CCA carriers may exercise their preference by use of seniority/relative standing for such assignments for the duration.


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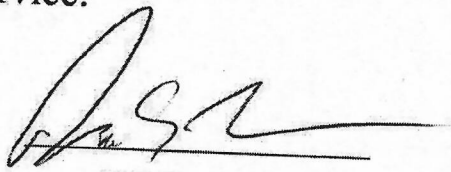

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THE POTTSTOWN STATION'S
MUTUAL AGREEMENT CONTAINED ON PAGES ONE THROUGH
NINE OF THIS LMOU WILL REMAIN IN EFFECT FOR THE LENGTH
OF THIS AGREEMENT (05/26/2026), UNLESS EXTENDED BY
AGREEMENT BETWEEN THE PARTIES AT THE NATIONAL LEVEL.
THE TERMS OF THIS LMOU ARE SUBJECT TO THE GRIEVANCE
PROCEDURE AS CONTAINED IN THE NATIONAL AGREEMENT.

For the United States Postal Service:

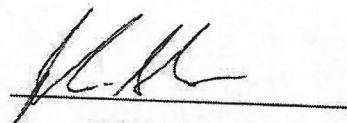
Brett Maurer Postmaster
(TYPE NAME, TITLE)


SIGNATURE

6/26/25
DATE


For the National Association of Letter Carriers:

Robert Sharpley Steward
(TYPE NAME, TITLE)


SIGNATURE

June 26, 2025
DATE

Tim Demchik VP 920
(TYPE NAME, TITLE)


SIGNATURE

6/26/2025
DATE