

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

(Royersford, PA,19468)

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 wash up time not to exceed five minutes after casing his/her route and prior to delivering on the street.

Each letter carrier will be granted wash up time not to exceed five minutes after returning to the office from the street.

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

All letter carrier routes in the Royersford Post Office shall be on a rotating days off schedule (i.e. Sun-Mon, Sun-Tues, Sun-Wed, Sun-Thurs, Fri-Sat-Sun) with the work week running from Saturday through Friday.

All routes rotation will not be changed unless mutually agreed to by management, the steward and the incumbent letter carrier.

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 CONDITION:

- A. NO CARRIER Will DELIVER MAIL WHERE DOGS OR OTHER ANIMALS INTERFERE WITH DELIVERY AND WHERE MANAGEMENT AND UNION MUTUALLY AGREE UNSAFE CONDITIONS EXIST.
- B. LETTER CARRIERS SHALL NOT BE REQUIRED TO ATTEMPT DELIVERY OF MAIL DURING PERIODS OF INCLEMENT WEATHER OF SUCH SEVERITY THA CIVIL AUTHORITIES (E.G. CITY MAYOR, STATE HIGHWAY POLICE, OR STATE HIGHWAY AUTHORITIES)

CONSIDER ROAD TRAVEL TO BE HAZARDOUS, AND HAVE INFORMED THE PUBLIC (BY RADIO, TV, OR OTHER MEDIA) NOT TO TRAVEL PUBLIC STREETS OR HIGHWAYS. MANAGEMENT MUST TAKE INTO CONSIDERATION THE SAFETY AND HEALTH OF THEIR EMPLOYEES.

- C. THE ROYERSFORD POST OFFICE SHALL COMPLY WITH ALL REQUESTS BY LOCAL (CITY AND OR COUNTY), STATE FEDERAL OFFICIALS IN REGARD TO ANY EMERGENCY THAT MAY BE AN ENDANGERMENT TO LIFE OR LIMB OF THE PEOPLE IN THE AFFECTED AREA.
- D. THE POSTMASTER OR HIS DESIGNEE WILL MAKE THE FINAL DECISION. PRIOR TO TAKING ACTION TO CURTAIL MAIL, MANAGEMENT WILL NOTIFY THE UNION OF THEIR INTENTIONS AND PLAN OF IMPLEMENTATION. ALL 204B'S WILL CONTACT THE PM OR SUPERVISOR AND MUTUALLY MAKE THE DECISION.

ITEM# 4: FORMULATION OF LEAVE PROGRAM:

- A. Ill during vacation: Carriers who become ill while on annual leave during the choice vacation period, shall be allowed to have another selection during the choice period, if available, and shall return with acceptable documentation.
- B. Reposting of cancelled leave: All cancellations will be reposted as soon as management is notified of the cancellation. All leave shall be posted for three working days including notification of absentees within the three days, at which time it will become available on a first come first served basis. Union's responsibility to notify.
- C. Exchanging of leave: There shall be no exchanging of leave unless all carrier's senior to either of the carriers exchanging have had an opportunity to participate in the exchange. Union's responsibility to notify all parties involved.

- D. Vacation call in: No carrier will be called in to work while on vacation.
- E. Posting of leave chart: Management will post the leave chart as soon as it is completed.
- F. Emergency leave: Emergency leave will be granted priority to the greatest extent possible.
- G. Blood donor program: Participants to a blood donor program will be given up to two hours administrative blood leave while donating blood. This leave will be approved only on the carrier's regular scheduled tour.
- H. Guaranteed time outside of prime time: Any carrier who wants guaranteed time outside of prime time must submit his/her 3971 in the rotation of his/her picks during the prime-time choice selection period. This time will be charged against his/her prime-time picks.
- I. Quota of carriers off during non-choice period: At least 16% of the carrier compliment (including city carrier assistants) will be allowed off each day during the non-choice period. A minimum of four (4) carriers shall be granted annual leave at any given time, if requested. If full-time carrier positions are created or abolished within the office, whichever is greater, 16% or four (4) carriers shall be considered the complement. When the workload permits additional carriers will be allowed off. In those instances where computing the percentage does not result in a whole number, and the fraction result is 0.5 or higher, the next whole number shall be considered the correct number.
- J. Method of making choice selection: On January 1st, or the first scheduled workday of each year, management will advise all carriers that choice vacation picks will begin on January 10th. Starting with the carrier with the most installation seniority, the supervisor will ask him/her to make their selections within two (2) working days and then move down the seniority list until all carrier personnel have had their picks. Failure of any carrier to make his/her pick within the prescribed time frame will automatically drop that person below the next carrier on the seniority list. A copy of form 3971 will be given to all carriers notifying them of their approved choice picks. Once a carrier has selected a vacation pick, there shall be no "turning back" part of the week unless mutually agreed to by the union and management

Carriers wishing to turn back selected weeks must do so in writing at least 30 days prior to the start of the annual leave. This rule regarding turning back a week(s) also pertains to any week (not just choice selection) selected during the calendar year. Scheduled annual leave (single days, hours, hundredths) may not be "turned back" less than three days from the date of the scheduled annual leave at any point during the calendar year.

- K. Annual leave: Annual leave will be granted in days, hours, or hundredths.
- L. Military leave: Military leave will not count as part of a carrier's selections for the choice period, nor will it count against the installation's quota for choice period.

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

THE CHOICE VACATION PERIOD WILL BEGIN WITH THE 2ND FULL WEEK OF MAY AND CONTINUE FOR A PERIOD OF 18 CONSECUTIVE WEEKS ENDING THE 2nd FULL WEEK OF SEPTEMBER (INCLUSIVE FOR THE YEARS 2023-2026).

THE TWO FULL WEEKS OF PENNSYLVANIA DEER SEASON.

THE FULL WEEKS BETWEEN CHRISTMAS AND NEW YEAR'S DAY.

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

THE LEAVE WEEK DURING CHOICE VACATION Will BE MONDAY THRU SUNDAY INCLUSIVE.

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 WEEKS MAY TAKE THOSE WEEKS IN THE FOLLOWING MANNER:

- 1) THREE CONSECUTIVE WEEKS WITH ONE PICK, 2ND PICK FORFEITED.
- 2) TWO CONSECUTIVE WEEKS WITH THE FIRST PICK, AND ONE WEEK WITH THE SECOND PICK.
- 3) ONE WEEK WITH THE FIRST PICK AND TWO PICKS WITH THE SECOND PICK.

B. CARRIERS WHO ARE ELIGIBLE FOR TWO WEEKS MAY TAKE THOSE WEEKS IN THE FOLLOWING MANNER:

- 1) TWO CONSECUTIVE WEEKS WITH ONE PICK, SECOND PICK FORFEITED
- 2) ONE WEEK WITH THE FIRST PICK, ONE WEEK WITH THE SECOND PICK.

C. CARRIERS ARE NOT EXCLUDED FROM ADDITIONAL CHOICE SELECTIONS PROVIDED 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:

- A. JURY DUTY SHALL NOT BE CHARGED TO THE CHOICE VACATION PERIOD. A CARRIER CALLED TO JURY DUTY DURING ONE OR BOTH OF HIS/HER CHOICE VACATION PERIODS Will BE ELIGIBLE TO SELECT ANOTHER CHOICE, EVEN IF THAT RESULTS IN EXCEEDING THE PERCENTAGE OF ITEM 9 OF THIS AGREEMENT.
- B. ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL NOT BE CHARGED AS A VACATION SELECTION. CARRIERS ATTENDING NATIONAL OR STATE CONVENTIONS WILL NOT BE COUNTED IN THE NUMBER OF CARRIER'S SCHEDULED OFF DURING THESE PERIODS.

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

IN THE ROYERSFORD POST OFFICE, AT LEAST 16% OF THE CARRIER COMPLIMENT (INCLUDING CITY CARRIER ASSISTANTS) SHALL BE ALLOWED OFF DURING EACH WEEK OF THE CHOICE VACATION PERIOD. IN THOSE INSTANCES WHERE COMPUTING THE PERCENTAGE DOES NOT RESULT IN A WHOLE NUMBER, AND THE FRACTIONAL RESULT IS 0.5 OR HIGHER, THE NEXT WHOLE NUMBER SHALL BE CONSIDERED THE CORRECT FIGURE. THE TWO FULL WEEKS OF PENNSYLVANIA DEER HUNTING SEASON AND THE FULL WEEK BETWEEN CHRISTMAS AND NEW YEAR'S DAY WILL BE FIGURED AT THE CHOICE VACATION PERIOD PERCENTAGES.

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

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- A. ALL REQUESTS FOR ANNUAL LEAVE MUST BE FILLED OUT ON FORM 3971 IN TRIPLICATE.
- B. ALL COPIES MUST BE CLEARLY LEGIBLE AND PROPERLY FILLED OUT.
- C. ALL COPIES MUST BE GIVEN TO THE IMMEDIATE SUPERVISOR.
- D. MANAGEMENT WILL HAVE TWO WORKING DAYS TO ANSWER THE REQUEST.
- E. ONE COPY OF THE 3971 WILL BE RETAINED BY MANAGEMENT, ONE WILL BE GIVEN TO THE SHOP STEWARD AND ONE WILL BE RETURNED TO THE CARRIER.
- F. IF MANAGEMENT FAILS TO ANSWER THE REQUEST WITHIN THE PRESCRIBED TWO WORKING DAYS, THEN THE EMPLOYEE WILL NOTIFY THE STEWARD, WHO WILL THEN GO TO MANAGEMENT TO GET AN IMMEDIATE ANSWER (YES OR NO) ALONG WITH THE COPY OF THE 3971. WHEN MANAGEMENT FAILS TO REPLY WITHIN THE SPECIFIED TIME, THE CARRIER WILL INFORM THE STEWARD, WHO IN TURN WILL INFORM MANAGEMENT OF THE VIOLATION, AND THE AUTOMATIC APPROVAL OF THE REQUESTED LEAVE.

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 1 OF EACH YEAR NOTIFYING ALL CARRIERS OF THE BEGINNING OF THE NEW LEAVE YEAR AND THE DANGER OF LOSS OF ANNUAL LEAVE IN EXCESS OF 440 HOURS. THE SCHEDULING OF SUCH LEAVE WITHIN SEVEN (7) DAYS OF SAID NOTICE SHOULD BE AGREEABLE TO MANAGEMENT AND THE EMPLOYEE(S) AFFECTED.

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

- A. REQUESTS FOR LESS THAN 40 HOURS OF LEAVE MAY BE SUBMITTED UP TO 90 DAYS PRIOR TO THE DAY OF THE LEAVE REQUESTED. LEAVE REQUESTED UNDER THIS SECTION MUST BE REQUESTED IN INCREMENTS OF 8 HOURS OR LESS. FOR EXAMPLE: SUPPOSE IT'S MAY 1 AND A CARRIER WANTS TO REQUEST AUGUST 1, 2, AND 3 FOR ANNUAL LEAVE. THE CARRIER WOULD SUBMIT A FORM 3971 ON MAY 1 FOR AUGUST 1. THE CARRIER COULD NOT REQUEST THE OTHER DAYS UNTIL EXACTLY 90 DAYS PRIOR. A SEPARATE FORM 3971. IS REQUIRED FOR EACH.
- B. REQUESTS FOR 40 HOURS OR MORE MAY BE SUBMITTED UP TO 90 DAYS PRIOR TO THE FIRST DAY OF THE ANNUAL LEAVE REQUESTED. LEAVE UNDER THIS SECTION MUST BE REQUESTED IN INCREMENTS OF 40 HOURS OR MORE. THE LEAVE PERIOD WILL BEGIN ON MONDAY UNLESS MUTUALLY AGREED OTHERWISE BY UNION AND MANAGEMENT (THE STEWARDS INITIALS ARE REQUIRED ON THE FORM 3971). LEAVE TURNED BACK UNDER THIS SECTION MUST BE DONE SO IN IT'S ENTIRETY AND AT LEAST 30 DAYS PRIOR TO THE START OF THE SCHEDULED LEAVE.
- C. REQUESTS RECEIVED ON THE SAME DAY WILL BE DETERMINED BY SENIORITY. REQUESTS WILL BE SUBMITTED IN TRIPLICATE ON FORM 3971. THE SUPERVISOR WILL ACKNOWLEDGE RECEIPT BY DATING, INITIALING AND IMMEDIATELY RETURNING THE THIRD COPY TO THE CARRIER.
- D. WHEN A FORM 3971 IS SUBMITTED AT LEAST 8 DAYS IN ADVANCE OF THE REQUESTED LEAVE, MANAGEMENT WILL APPROVE OR DISAPPROVE SUCH REQUEST WITHIN 5 CALENDAR DAYS. THE REQUEST WILL BE RETURNED TO THE CARRIER WITHIN THE SAME TIME FRAME.

- E. WHEN A FORM 3971 IS SUBMITTED AT LEAST 4-7 DAYS IN ADVANCE OF THE REQUESTED LEAVE, MANAGEMENT WILL APPROVE OR DISAPPROVE SUCH REQUESTS WITHIN 3 CALENDER DAYS AND RETURN A COPY OF THE FORM 3971 TO THE CARRIER WITHIN THE SAME TIME FRAME.
- F. WHEN A FORM 3971 IS SUBMITTED 1-3 DAYS IN ADVANCE OF THE REQUESTED LEAVE, MANAGEMENT WILL APPROVE OR DISAPPROVE SUCH REQUEST PRIOR TO THE CLOSE OF BUSINESS THE NEXT DAY AND RETURN A COPY OF THE FORM 3971 TO THE CARRIER WITHIN THE SAME TIME FRAME.
- G. FAILURE OF THE SUPERVISOR TO RESPOND WITHIN THE ABOVE-MENTIONED TIME LIMITS CONSTITUTES AUTOMATIC APPROVAL OF THE LEAVE REQUEST.
- H. UNION REPRESENTATIVES MAY SUBMIT APPLICATIONS FOR LEAVE BEYOND THE TIME LIMITS ESTABLISHED IN THIS SECTION WHEN THE LEAVE IS FOR OFFICIAL UNION BUSINESS.
- I. IN CASES OF ABSENCES, CARRIERS WILL BE PERMITTED TO SUBMIT APPLICATIONS FOR LEAVE ONLY THROUGH THE SHOP STEWARD OR ALTERNATE SHOP STEWARD¹ IF THE STEWARD IS NOT AVAILABLE.

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

MANAGEMENT SHALL SELECT CARRIERS TO WORK ON HOLIDAYS IN THE FOLLOWING ORDER:

1. FULL TIME REGULAR CARRIERS WHO VOLUNTEER TO WORK THEIR NON- SCHEDULED DAY BY SENORITY.
2. FULL TIME REGULAR CARRIERS WHO VOLUNTEER TO WORK THEIR HOLIDAY OR DAY DESIGNATED AS THEIR HOLIDAY BY SENORITY.
3. PART TIME FLEXIBLE EMPLOYEE VOLUNTEERS BY SENORITY.

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4. CASUALS.
5. CITY CARRIER ASSISTANTS.
6. PART TIME FLEXIBLE NON-VOLUNTEERS BY INVERSE SENIORITY.
7. FULL TIME REGULAR WHO DID NOT VOLUNTEER TO WORK ON WHAT WOULD BE THEIR NON-SCHEDULED DAY BY INVERSE SENIORITY ON A ROTATING BASIS PER CALENDER YEAR.
8. ALL OTHER NON-VOLUNTEER FULL-TIME REGULARS BY INVERSE SENIORITY ON A ROTATING BASIS PER CALENDER YEAR.

IF, AFTER THE POSTING PERIOD, A NEED FOR ADDITIONAL OR REPLACEMENT EMPLOYEES DEVELOPS, EMPLOYEES SHALL BE SELECTED ACCORDING TO THE SAME METHOD OUTLINED ABOVE.

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

A. THE OVERTIME DESIRED LIST SHALL BE FOR ALL REGULAR CARRIERS IN THIS FACILITY.

B. THE OVERTIME DESIRED LIST SHALL BE POSTED WEEKLY. HOURS, OPPORTUNITIES AND REFUSALS SHALL BE NOTATED.

C. IF A CARRIER IS ABSENT FOR ANY REASON FOR THE ENTIRE TWO-WEEK PERIOD PRIOR TO THE START OF THE NEW ODL QUARTER, THE CARRIER WILL NOTIFY MANAGEMENT OF HIS/HER DESIRE TO SIGN THE ODL WITHIN 48 HOURS OF RETURNING TO WORK,

D. THOSE CARRIERS WHO DESIRE TO REMOVE THEIR NAME FROM THE LIST MUST DO SO IN WRITING AND GIVE IT TO MANAGEMENT. THE CHANGE WILL TAKE EFFECT 24 HOURS UPON MANAGEMENT'S RECEIPT.

E. ANY CARRIER WHO DESIRES TO CHANGE SELECTION MUST DO SO IN WRITING AND GIVE TO MANAGEMENT.

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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:

THERE SHALL BE ESTABLISHED BY MANAGEMENT ONE OR MORE LIGHT DUTY ASSIGNMENTS FOR CARRIERS IN ACCORDANCE WITH ARTICLE 13 SEC. 3 A.B.C. OF THE NATIONAL AGREEMENT.

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:

IF THE NATURE OF THE CARRIER'S INJURY PRESENTS NO SAFETY OR HEALTH PROBLEMS, IT IS AGREED THAT THE LIGHT DUTY ASSIGNMENTS WITHIN THE INSTALLATION, FOR CARRIERS MAY INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:

1. CASING MAIL
2. LABELING CASES
3. MOUNTED ROUTES
4. ASSISTING ROUTES BY SETTING UP MAIL
5. MARKING UP MAIL
6. REWRITING CARRIER ROUTE BOOKS
7. LABELING INSIDE OF APARTMENT AND CLUSTER BOXED
8. COLLECTIONS

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

WHEN IT IS NOT POSSIBLE TO ASSIGN AN ILL OR INJURED CARRIER TO A LIGHT DUTY ASSIGNMENT WITHIN THE CARRIER CRAFT, IN

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ACCORDANCE WITH ARTICLE XII OF THE NATIONAL AGREEMENT, THE INSTALLATION HEAD OR DESIGNEE, SHALL DISCUSS THE MATTER WITH THE BRANCH PRESIDENT OR DESIGNEE, PRIOR TO EFFECTING THE TEMPORARY OR PERMANENT REASSIGNMENT OUTSIDE THE CARRIER CRAFT.

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:

IT IS AGREED THAT THE ROYERSFORD POST OFFICE AND ITS STATIONS AND BRANCES SHALL BE KNOWN AS THE INSTALLATION. IT IS FURTHER AGREED THAT EACH OF THE FOLLOWING SHALL BE CONSIDERED A SEPARATE SECTION FOR REASSIGNMENT PURPOSES:

1. CARRIER CRAFT - FULL TIME EMPLOYEES, PART TIME FLEXIBLES EMPLOYEES AND CITY CARRIER ASSISTANTS.
2. CLERK CRAFT- FULL TIME EMPLOYEES, PART TIME FLEXIBLES AND PSE CLERKS.

ITEM # 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES:

THE PRIVATE USE OF PARKIN SPACES AVAILABLE TO LETTER CARRIERS WILL BE PERMITTED ON A FIRST-COME, FIRST SERVED BASIS.

ITEM# 20: THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION

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OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN:

- A. VACATION TIME WILL NOT BE CHARGED TO CARRIERS ON LEAVE TO ATTEND UNION ACTIVITIES. ANNUAL LEAVE TO ATTEND UNION ACTIVITIES WILL NOT COUNT TOWARD THE TOTAL VACATION QUOTA, IF SUBMITTED BEFORE PRIME-TIME SELECTIONS ARE MADE.
- B. UNION ACTIVITIES SHALL INCLUDE, BUT NOT BE LIMITED TO: WORKING ON BEHALF OF BRANCH 920, SEMINARS, WORKSHOPS, TRAINING SESSIONS, POLITICAL ACTIVITIES, EDUCATIONAL FORUMS AND ALL OTHER ACTIVITIES SPONSORED BY NALC OR AFL-CIO.

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

CARRIERS CALLED IN ON NON-SCHEDULED DAY:

FULL-TIME REGULAR CARRIERS SCHEDULED TO WORK ON A NON-SCHEDULED DAY SHALL WORK THEIR FULL TIME ASSIGNMENT ALONG WITH IT'S CORRESPONDING START TIME. CARRIERS CALLED IN ON THEIR NON-SCHEDULED DAY WILL WORK THEIR BID ASSIGNMENT, EVEN IF IT REQUIRES BUMPING THE CARRIER TECHNICIAN. THE CARRIER TECHNICIAN CAN ONLY BUMP IN THE FOLLOWING ORDER:

1. A VACANT ASSIGNMENT ON HIS/HER STRING.
2. A CCA WORKING ON HIS/HER STRING NOT ON A HOLD DOWN.

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3. A PTF WORKING ON HIS/HER STRING NOT ON A HOLD DOWN.
4. A CCA NOT WORKING ON HIS/HER STRING NOT ON A HOLD DOWN.
5. A PTF NOT WORKING ON HIS/HER STRING NOT ON A HOLD DOWN.

NON-ODL CARRIERS FORCED TO WORK THEIR NON-SCHEDULED DAY WILL NOT BE REQUIRED TO WORK MORE THAN EIGHT HOURS. CARRIERS WILL BE ALLOWED TO AMEND SCHEDULE BY FILLING OUT FORM 3189.

CARRIER TECHNICIANS CALLED IN WHO DO NOT OPT TO BUMP AS OUTLINED

ABOVE MAY WORK AT MANAGEMENT'S DISCRETION.

DISCIPLINARY ACTION:

MANAGEMENT WILL NOTIFY THE UNION IMMEDIATELY WHEN DISCIPLINARY ACTION IS TAKEN AGAINST ANY CARRIER.

REST BREAKS:

ALL CARRIERS WILL BE GIVEN TWO TEN-MINUTE BREAKS ON THE STREET.

PERSONNEL FOLDER:

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A CARRIER WILL BE GIVEN TIME BY HIS/HER SUPERVISOR TO REVIEW HIS/HER PERSONNEL FOLDER. A CARRIER WILL BE NOTIFIED OF ANY DEROGATORY DOCUMENTS PLACED IN HIS/HER FILE. THIS WILL BE IN THE PRESENCE OF MANAGEMENT PERSONNEL

UNIFORMS:

THERE SHALL BE NO SET DATE FOR WEARING SUMMER OR WINTER WEIGHT UNIFORMS. UNIFORMS MUST BE PRESENTABLE IN APPEARANCE AND NOT PUT THE CARRIER AT A SAFETY RISK.

UNION BULLETIN BOARDS:

THE BULLETIN BOARD PRESENTLY RESERVED FOR BRANCH 920 WILL BE

MAINTAINED FOR THIS PURPOSE.

LABOR MANAGEMENT MEETINGS SHALL BE HELD MONTHLY IF A WRITTEN REQUEST IS SUBMITTED BY EITHER PARTY AT LEAST ONE WEEK IN ADVANCE OF SUGGESTED MEETINGS. THE WRITTEN REPLY SHALL BE RETURNED THE FOLLOWING DAY. UP TO FOUR REPRESENTATIVES MAY ATTEND. REPRESENTATIVES MAY BE CHANGED FROM TIME TO TIME, WITH THE INSTALLATION HEAD BEING NOTIFIED IN ADVANCE. THE AGENDA SHALL BE EXCHANGED TWO DAYS PRIOR TO THE MEETINGS. ONE CARRIER WILL BE ON THE CLOCK AT A NO GAIN NO LOSS STATUS.

MINUTES OF LABOR MANAGEMENT MEETINGS SHALL BE KEPT BY BOTH PARTIES; COPIES OF THE MINUTES SHALL BE EXCHANGED AND

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INITIALED BY BOTH PARTIES FOR VERIFICATION. ANY AGREEMENT REACHED AT SUCH MEETINGS SHALL BE REDUCED TO WRITING AND SIGNED BY BOTH PARTIES. A COPY OF THE FINAL TYPED MINUTES SHALL BE GIVEN TO BRANCH 920. THE AGREEMENTS REACHED AT LABOR MEETINGS MUST BE BINDING ON BOTH PARTIES.

STEWARDS AND SUPERVISORS SHALL COOPERATE TO THE FULLEST EXTENT IN FURTHERING THE GOOD OF THE SERVICE AND THE EMPLOYEE'S WELFARE, BY KEEPING THE EMPLOYEES CURRENTLY INFORMED OF THEIR RIGHTS AND ANY CHANGES IN PROCEDURE OR POLICY.

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

POSTING:

1. IT IS AGREED THE ROYERSFORD POST OFFICE AND ITS STATIONS AND BRANCHES SHALL BE KNOWN AS THE INSTALLATION. INCLUDED, BUT NOT LIMITED TO: OVERTIME, REASSIGNMENTS AND POSTING. ALL BIDDING SHALL BE ON AN INSTALLATION WIDE BASIS.
2. THE PRESIDENT OF BRANCH 920, OR DESIGNEE, SHALL BE PRESENT AT THE OPENING OF ALL BIDS SUBMITTED BY CARRIERS IN THE INSTALLATION.
3. LETTER CARRIER ASSIGNMENTS WILL BE POSTED WHEN THERE IS A CHANGE OF SCHEDULE OF MORE THAN ONE HOUR.

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4. IF MORE THAN ONE CARRIER ASSIGNMENT IS POSTED ON THE SAME DAY, CARRIERS MAY BID FOR AS MANY ASSIGNMENTS AS ARE POSTED, STATING THEIR CHOICES: 1st, 2nd, 3rd.
5. CARRIERS WILL SUBMIT THEIR BID(S) IN WRITING OR BY PHONE.
6. THE SUCCESSFUL BIDDER WILL BE ASSIGNED TO THE VACANT ROUTE WITHIN 15 DAYS OF NOTIFICATION OF THE SUCCESSFUL BID, EXCEPT IN THE MONTH OF DECEMBER, IN WHICH CASE HE/SHE WILL BE ASSIGNED THE VACANT ASSIGNMENT BY JANUARY 15th.
7. SUCCESSFUL BIDDERS WILL ACCEPT THE NON-WORK DAY THAT ACCOMPANIES THE NEW ASSIGNMENT.
8. A COPY OF ALL POSTED NOTICES AFFECTING THE VACANT CARRIER POSITIONS WILL BE SENT TO THE BRANCH PRESIDENT OR DESIGNEE.
9. CARRIER CRAFT ASSIGNMENTS WILL BE POSTED FOR 10 DAYS. ALL CARRIERS ON LEAVE OF ANY KIND MUST BE NOTIFIED IN WRITING BY THE INSTALLATION HEAD AND AFFORDED THE OPPORTUNITY TO BID ON ANY VACANT CARRIER ASSIGNMENT WITHIN THE 10-DAY PERIOD.
10. THE FOLLOWING PROVISION SHALL BE MADE PART OF THE LOCAL MEMORANDUM OF UNDERSTANDING IN ACCORDANCE WITH THE NATIONAL AGREEMENT, ARTICLE 41.3.0.
 - A. 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 THE 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, THAT ROUTE SHALL BE POSTED FOR BID IN ACCORDANCE WITH THE PROCEDURES OF THIS SECTION.

WITHIN 5 WORKING DAYS AFTER THE CLOSING DATE OF THE POSTING, THE EMPLOYER SHALL POST A NOTICE INDICATING THE SUCCESSFUL BIDDER.

11. MANAGEMENT WILL POST ALL AVAILABLE FULL-TIME CRAFT DUTY ASSIGNMENTS OF ANTICIPATED DURATION OF 5 DAYS OR MORE, IN OTHER THAN CHOICE VACATION PERIOD, IN A TIMELY MANNER AS TO GIVE UNASSIGNED REGULARS, PART TIME FLEXIBLE CARRIERS AND CITY CARRIER ASSISTANTS THE OPPORTUNITY TO SUBMIT BIDS FOR THE UPCOMING WEEK.
12. BIDS FOR HOLD DOWN ASSIGNMENTS MUST BE SUBMITTED BY NOON ON WEDNESDAY AND NOON ON THE TUESDAY PRECEDING THE SERVICE WEEK IN WHICH A HOLIDAY FALLS.
13. IN THE EVENT MANAGEMENT FAILS TO POST A KNOWN-AVAILABLE VACANCY IN TIME FOR THE UNASSIGNED REGULAR, PART-TIME FLEXIBLE OR CITY CARRIER ASSISTANT TO SUBMIT BIDS BY WEDNESDAY AT NOON, THE DEADLINE WILL BE EXTENDED TO FRIDAY AT NOON.
14. BIDS SUBMITTED IN A TIMELY MANNER WILL BE CONSIDERED ON THE BASIS OF SENIORITY.

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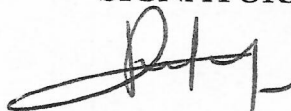
THE ROYERSFORD STATION'S MUTUAL AGREEMENT
CONTAINED ON PAGES ONE THROUGH FIFTEEN OF THIS
LMOU WILL REMAIN IN EFFECT FOR THE LENGTH OF THIS
AGREEMENT (05/22/2026), UNLESS EXTENDED BY
AGREEMENT BETWEEN THE PARTIES AT THE NATIONAL
LEVEL. THE TERMS OF THIS LMOU ARE SUBJECT TO THE
GRIEVANCE PROCEDURE AS CONTAINED IN THE NATIONAL
AGREEMENT.

For the United States Postal Service:

(Print Name, Title)

Tynika Muse, Postmaster

SIGNATURE



DATE

For the National Association of Letter Carriers:

(Print Name, Title)

Tim Demchik, shop steward

SIGNATURE



DATE

06/26/2025

(Print Name, Title)

*Tim Demchik, Vice President
Branch 920*

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