

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

SELLERSVILLE PA 18960

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 materials, therefore, management will grant a reasonable time to wash up prior to leaving the office, and before leaving for the day.

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

All full-time regular letter carriers will have rotating days off. The service week will run from Saturday through Friday. The rotation will proceed in the following manner:

If there are four regular routes, the rotation shall be:

Week 1 – Saturday, Sunday

Week 2 – Sunday, Monday

Week 3 – Sunday, Tuesday

Week 4 – Sunday, Friday

If there are three regular routes, the rotation shall be:

Week 1 – Saturday, Sunday

Week 2 – Sunday, Monday

Week 3 – Sunday, Friday

A route's rotation will not be changed as long as it has an incumbent carrier, unless mutually agreed to by management and the Branch President.

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 local authorities, or as local conditions warrant because of local conditions, shall be made by the installation head. When the decision has been reached to curtail Postal Operations, to the extent possible, management will notify and seek the cooperation of local radio and television stations to inform employees.

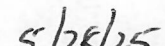
ITEM # 4: FORMULATION OF LEAVE PROGRAM

A. 1. On January 10 (or the first workday following), management will post an announcement that selections for vacations will begin starting February 1 (or the first workday following).


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2. A notice announcing completion of choice vacation selections will be posted as soon as it is completed.

B. When the number of carriers off each week is determined, management will prepare a chart listing the choice vacation periods and one space each employee permitted off. Starting with senior carrier, selections will be made until all choices have been made. Carriers will sign (and print) the board and indicate the week(s) chosen indicating if the weeks are the first (1) or second (2) pick. No carrier will make a selection until notified, at which time he/she will have three (3) days to select or forfeit their turn. In the case of a carrier being on a scheduled absence when his/her turn to select comes, he/she will be contacted and permitted to make his/her selection over the phone.

C. After all full-time carriers (including PTF's) have completed their two picks for the choice vacation period, CCA's will have the opportunity to make their selections. After CCA's make their picks, the calendar is closed. Any requests for annual leave up to the **minimum** 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 vacation period and outside of the choice vacation period.

D. When a vacation period is canceled, the new opening shall be 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.

E. Exchange of annual leave period will be permitted only after all carriers between the senior and junior exchanges have been offered said period.

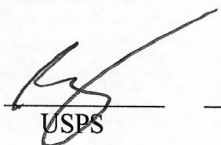
F. Leave other than the choice vacation period will be granted at a minimum of 1 carrier. This applies to daily as well as weekly leave.

G. Union stewards will advise management of the dates and carriers who will be attending State and National Conventions prior to April 30.

H. Military leave shall not count as part of a carrier's selection for the choice vacation period, nor shall it count against the office quota for the choice vacation period.

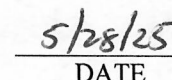
I. Carriers who become ill on annual leave during the choice vacation period shall be allowed to make another selection if available. Sufficient proof of illness must be submitted upon return to work.

J. Once a carrier has selected a vacation pick, there will be on "turning back" part of that week unless mutually agreed to by the union and management. Carriers will, however, be allowed to turn back entire week(s), provided they do so no less than fourteen (14) days prior to the first day of the leave period being turned back. In that event, the provisions found in Item 4D of this agreement shall apply.


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K. Management will maintain a calendar showing how many carriers are on annual leave on a daily basis. Carriers whose leave has been approved will have their names written on the calendar. Carriers whose leave was disapproved will be listed in the order the requests were made, under the approved carriers. Requests submitted on the same day will be determined by seniority. If an approved carrier cancels leave, the first disapproved carrier will be offered that spot. That carrier will have the option to accept or refuse the vacation pick. If refused, it will be offered to the next disapproved carrier, and so on. A new Form 3971 will be required.

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

The choice vacation period will begin with the last full week of May and run through the third full week of September in each of the leave years covered by this agreement.

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

All vacations begin on Monday and end on Saturday midnight, with the exceptions of Christmas week (12/25 – 1/1) and those noted in Item 12.B of this agreement.

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

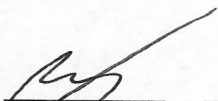
A. The choice vacation calendar will go around twice. Carriers who are eligible for three weeks may take those weeks in the following manner:

1. Three consecutive weeks with one pick, second 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 consecutive weeks 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 vacation selections, provided the rules found in Items 4 and 12 are followed.

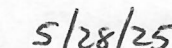


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ITEM # 8: WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.

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 period(s) will be eligible to select another choice.

B. Attendance at National and State Conventions shall not be charged as a vacation selection. Carriers attending National or State Conventions will not be counted in the number of carriers 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.

The total number of carriers who shall receive leave each week during the choice vacation period (including daily leave) shall be **no less than 1 carrier**.

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

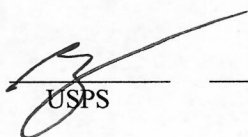
The approved vacation schedule will be posted as soon as completed. The employees' duplicate copies of Form 3971 will serve as official notification.

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 and should be agreeable to management and the employee(s) affected.

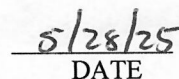
ITEM # 12: THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.

A. Requests for less than 40 hours leave may be submitted by full-time regulars, PTF's, and CCA's up to one calendar month 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 is May 1 and a carrier wants to request June 1, 2, 3 for annual leave. The carrier would submit Form 3971 for June 1 on May 1. The carrier could not request the other days until one month prior to the day (i.e., June 2 on May 2 and so on). A separate Form 3971 is required for each day.


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B. Requests for 40 hours or more leave may be submitted by full-time regulars, PTF's, and CCA's up to three calendar months prior to the first day of leave requested. Leave under this section must be requested in increments of 40 hours or more. The leave period will begin on a Monday unless mutually agreed otherwise by management and the union. The Steward's initials on Form 3971 are required. Leave turned back under this section must be done so in its entirety. Management will re-post the cancelled period under the procedures found in Items 4D and 4J of this Agreement.

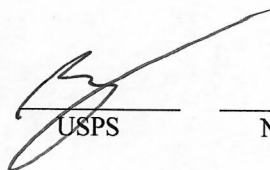
C. Requests received on the same day will be determined by seniority/relative standing. Requests will be submitted in triplicate on Form 3971. The supervisor will acknowledge receipt by dating, initialing, and immediately returning third copy to carrier. When the Form 3971 is submitted 4 or more days in advance of requested leave, management will approve or disapprove such request within 2 calendar days and return a copy of Form 3971 within the same time frame. When the Form 3971 is submitted 2-3 days in advance of requested leave, management will approve or disapprove such request prior to close of business the next day and return a copy of Form 3971 to employee within the same time frame. When the Form 3971 is submitted 1 day in advance of requested leave, management will approve or disapprove such request prior to close of business that same day and return a copy of Form 3971 to employee within the same time frame. Failure of the supervisor to respond within the above-mentioned time limits will constitute automatic approval of the leave request.

D. Union representatives may submit applications for leave beyond the time limits established in this section when the leave is for official union business.

E. In cases of absences, carriers will be permitted to submit applications for leave through a second party.

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

- A. CCA's
- B. Part-time flexibles
- C. Full time regulars who volunteer to work on their non-scheduled day by seniority
- D. Full time regulars who volunteer to work on their holiday or day designated as a holiday by seniority
- E. Full time regulars who did not volunteer to work on their non-scheduled day on a rotating basis.
- F. Full time regulars who did not volunteer to work on their holiday or day designated as a holiday on a rotating basis.



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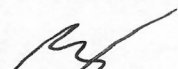
- G. If the need develops for additional or replacement employees after the posting deadline, the same order listed above shall be followed.
- H. Whenever carriers are drafted under sections E and F above, the next time that this particular group of carriers with a common non-scheduled day are involved in a holiday schedule as either the non-scheduled or holiday group, the drafting will continue by inverse seniority.
- I. Management will maintain a record of the carriers who are drafted to work. Every quarter the rotation will re-set. The record will be kept by breaking down the carriers by their common non-scheduled day and be listed in reverse seniority order. Carriers whose drop days are changed as a result of changing routes will be moved and the force days will be carried over into the new grouping.
- J. In a situation where carriers have traded non-scheduled days and one of the days traded involves a holiday schedule, the originally scheduled carrier's seniority is used to determine who is forced to work. If the original carrier would have been forced to work, the carrier who traded with the original carrier will work. The chart will indicate that the original carrier worked, and future drafting will bypass him/her on the next holiday.

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 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.
- C. 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.

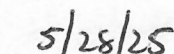
ITEM # 15: THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT.

Article 13 of the National Agreement will apply.


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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.

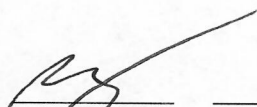
All carriers within this installation shall compromise a section.

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 the NALC in determining the spaces to be allowed to the city 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.

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.



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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. When a letter carrier's route, or full-time duty assignment, other than 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 and the like, all routes and full-time duty assignments at that unit held by letter carrier(s) who are junior to the carrier(s) whose route(s) of full-time duty assignment was abolished shall be posted for bid in accordance with the posting procedures in this article.

B. Carriers will take both 10-minute breaks on street time. An exception will be made for employees performing router or other office 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 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.

C. Radio permissible on work floor.

D. A carrier called into the office for an investigatory interview, and which could result in the issuance of discipline, will be notified of his/her Weingarten right to have a NALC steward present.

E. Weekly work schedules for all carriers will be posted no later than COB of the Wednesday prior to the start of the service week.

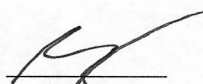
ITEM # 22: LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING.

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 10 days. Copies of the notice shall be given to the local union. Copies of the notice shall be sent via certified mail return receipt to carriers who are absent throughout the bidding process.

B. When more than one assignment is posted at the same time, carriers may bid on all assignments stating their preference, i.e., first choice, second choice, and so on.

C. 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.

D. A full-time regular carrier called in to work on a non-scheduled day shall work his/her full-time assignment along with the corresponding start time.

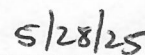


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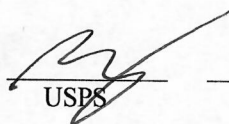
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E. Employees will have retreat rights of five days after bidding onto a new route. The vacated route will then be offered to the next senior bidder, etc.

F. Management will post all available full-time craft duty assignments of anticipated duration of five days or more, in other than the choice vacation period, in a timely manner so as to give unassigned regulars, PTF's, and CCA's the opportunity to submit bids for the upcoming service week.

G. 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.

H. In the event that management fails to post a known available vacancy in time for the unassigned regulars, PTF's, and CCA's to submit bids by Wednesday noon, the deadline shall be extended to Friday noon.


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**THE SELLERSVILLE STATION'S
MUTUAL AGREEMENT CONTAINED ON PAGES ONE
THROUGH ELEVEN 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:

Matthew Johnson

(TYPE NAME, TITLE)



SIGNATURE


5/28/25

DATE

For the National Association of Letter Carriers:

SEAN GERARD

(TYPE NAME, TITLE)



SIGNATURE

5/28/25

DATE

(TYPE NAME, TITLE)

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