

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

SOUTHAMPTON/RICHBORO, PA 18966/54

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 work, therefore management will grant two (2) minutes prior to leaving for the street for delivery and two (2) minutes prior to leaving the office to go home for the day for wash-up time.

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

All full-time carriers work week will consist of five (5) service days, from Saturday through Friday, with a rotating day off, (i.e., Sun-Mon, Sun-Tues, Sun-Wed, Sun-Thurs, Fri-Sat-Sun).



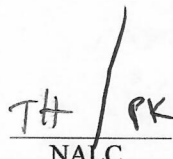
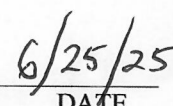
ITEM # 3: GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS.

A). Management is to be guided by local authorities and local conditions in the curtailment of postal operations with the overriding factor being the safety and health of all carriers.

B). Installation head is to establish adequate environmental working conditions in carrier work areas. In case of complete light failure, carriers are to remain at their cases pending further instructions from management. Union officials are to be advised accordingly.

ITEM # 4: FORMULATION OF LEAVE PROGRAM

A). On January 15 of each year, a written notice signed by management and the union will be placed on both the management and union bulletin boards. The notice shall announce that selections for prime-time vacations will be accepted by seniority starting February 1 through February 15 or until bidding is completed. A notice announcing the approved vacation periods will be posted by March 1 or as soon as possible.

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ITEM # 4: B). When the number of carriers off each week has been determined (Item 9), the supervisor will make a chart with one space for each carrier permitted off for each week of the vacation period. Starting with the senior (installation) carrier, the supervisor and/or shop steward shall be responsible for recording each selection until all carriers have made their selections. No carrier will be permitted to select until the carrier senior to them has selected, however, carriers must make their selection within 24 hours of being contacted or they will forfeit their turn and be bypassed until they make their selection.

C.) Upon completion of the first-round vacation selections by all carriers, a second round shall take place. During this round, all remaining choice vacation periods shall be made available for selection. Eligible carriers with a sufficient annual leave (AL) balance may select a single vacation period ranging from one (1) day up to a maximum of one (1) full week (as described in Item 6A). The selection process shall follow the same procedures of the first-round outlined in Item 4B. Vacation requests (form 3971) submitted after the conclusion of the selection process shall not be considered when approved time off is maximized.

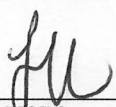
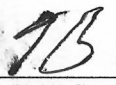

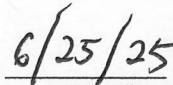
D). When a choice vacation period is canceled the carrier will give at least seven (7) days prior notice in writing on form 3971. Approved leave that is not canceled on form 3971 with at least seven (7) days prior notice cannot be canceled. The opening shall be announced and posted for one week if time permits and shall be filled by the senior bidder who was not afforded the choice of that vacation period on his or her initial bid. After all junior carriers have had an opportunity to bid, 3971's will have next consideration by date submitted with seniority being the tie breaker. When time less than a full vacation period is returned during prime time, the carrier will give at least seven (7) days prior notice in writing on form 3971. Approved leave that is not canceled on form 3971 with at least seven (7) days notice cannot be canceled. Such returned leave will be posted as soon as possible and awarded as per incidental leave bidding procedure.

E). Exchange of an annual leave period will be permitted only after all carriers between the senior and junior exchangees in the installation have been offered said period.

F). The Union Steward(s) will advise management of the dates and carriers who will be attending either the State or National Conventions by February 1 annually.

G). Carriers who become ill on annual leave during their choice period shall be allowed to select another choice period if available. Sufficient proof of illness must be submitted upon carriers return to work.

H). Leave other than prime time will be granted at the rate of 8% of the total carrier workforce at the Southampton-Richboro, Pa installation. Additional carriers will be granted leave if possible. In those instances where computing the 8% does not result in a whole number and the fractional result is .5% or higher, the next whole number shall be considered to be the correct number of carriers to be granted leave.

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ITEM # 4: I). Carriers selecting leave during the holiday season (December 26 through December 31) (Alternate Choice) will be charged with one of their choice selections.

J). After all carriers have had the opportunity to bid and have received their choice(s) by seniority during the choice vacation period, all weeks remaining open up to the 16% figure (Item #9-A) of this agreement will be subject to Item #12-A of this agreement.

K). The same shall apply to the Alternate Choice Vacation period (December 26 through December 31) up to the 10% figure outlined in Item #9-B.

L). The exception to paragraphs J) and K) above will be when an approved vacation period has been canceled, Item #4-D shall apply.

M). During non-prime time two one-hour AL spots or one two-hour AL spot doesn't count towards an annual leave spot(s).

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

A). The choice vacation period will begin on Memorial Day and end on the last Saturday in September.

B). The Alternate Choice vacation period will be the week between Christmas and New Years (December 26 through December 31) annually for the life of this agreement.

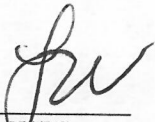
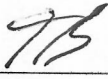
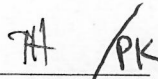
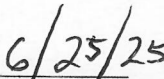
ITEM # 6: THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD.

A). All prime time vacations begin on Sunday and end on Sunday midnight.

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 (3) weeks may take their weeks consecutively, or two (2) weeks consecutively, or two (2) and one (1) week, or two (2) one (1) week periods.

B). Carriers who are eligible for two (2) weeks may take their weeks consecutively or one (1) week at time.

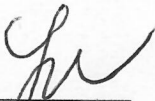
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ITEM # 8: WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.

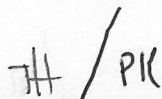
- A). Jury duty shall not be charged to the choice or alternate choice vacation periods. A carrier called to jury duty during one or both of their choice vacation periods will be eligible to select another choice of those that remain available.
- B). Attendance at National or State Conventions shall not be charged to one (1) carrier vacation slot. Additional carriers will be charged to the number of carriers permitted off during the choice vacation period, but will not be charged with one of their choices if the National or State Convention choice is made prior to February 1st.
- C). Article 10 Section 3-F and Article 24 of the National Agreement shall apply to this item.

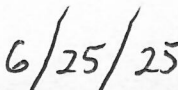
ITEM # 9: DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.

- A). The number of carriers who shall receive leave each week during the choice vacation period (Memorial Day and ending the last Saturday in September) shall be 16% of the total regular and part-time flexible carrier workforce as of January 1, in each year of this agreement.
- B). The number of carriers who shall receive leave each week during the Alternate Choice vacation period (December 26 thru December 31) (as defined by local Item 5) shall be 10% of the total regular and part-time flexible carrier workforce as of January 1, in each year of this agreement.
- C). The fractional formula described in item #4-H shall also be used in paragraphs A) and B) above.
- D). **CCA's prime time/non-prime time selection:**
1. CCAs will be permitted choice and/or non-choice leave after all career employees have made their selections per the existing LMOU. CCA leave selections will use the same choice and non-choice LMOU procedures that are currently in place.
 2. If a request for leave is submitted by more than one CCA on the same date, the leave will be approved for the CCA with the highest relative standing.


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ITEM # 9:

3. Leave requests can be submitted for a full week or incremental periods.
4. The CCA must have a sufficient leave balance to cover the time off at the time it is taken.

When CCA leave selection(s) maximize the number of letter carriers permitted off during choice and/or non-choice, additional slots will be provided to the career workforce as follows:

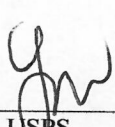
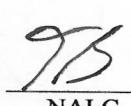
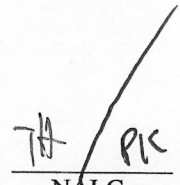
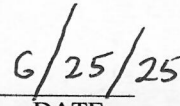
1. Facilities with less than ten (10) CCAs will be capped at one (1) additional slot for career employees.
2. For every ten (10) CCAs in the facility, two (2) additional slots will be made available to the career employees.
3. No additional slots will be made available in conjunction with a holiday schedule.

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

- A). The approved vacation schedule will be posted on the bulletin board and the employees duplicate copy 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). 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 that has accumulated in excess of 440 hours. The scheduling of such leave will commence within seven (7) days of said notice and should be agreeable to management and the employee affected.

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

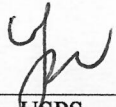
A). An application to request or turn back leave in other than prime time will be submitted to the supervisor on form 3971 in triplicate no less than three (3) days prior to the dates requested or turned back. Approved leave that is not canceled on form 3971 with at least three (3) days prior notification cannot be canceled. Applications for advanced leave during other than choice vacation periods may be made up to three (3) calendar months in advance. Exceptions to the three (3) month rule will be accepted with documentation as per Section 12-B of this Local Agreement. All approved leave that extends beyond the three (3) calendar month limit will be taken as approved or turned back as approved, in its entirety. Exceptions to the three (3) day limit for application of leave will be made when sufficient personnel are available and/or in an emergency situation. A Union Officer and/or Steward may also submit leave requests prior to the three (3) calendar month limit when leave is for Union Business. The supervisor will date and initial all copies and return one to the carrier immediately, this will serve as proof of the date submitted.


B). Exceptions to the above paragraph will be granted by the local postmaster or designee in the event of leave requests submitted for planned activities such as (but not limited to) weddings, anniversaries, graduation ceremonies, extended trips, etc... where advanced planning time is necessary. After consultation with the local union and the merit of this request is established, leave shall be granted up to the 8% rate established in Item #4-H.

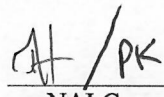
C). Annual leave other than prime time will be granted on a first come, first served basis with the determining factor being the date submitted. Ties will be determined by the seniority of the carrier. Applications submitted after 9AM will be dated the following day. In the case of scheduled absences, carriers will be permitted to submit applications prior to the day of absence with an effective date not exceeding three (3) calendar months prior to the date requested. Carriers on sick leave will be responsible for submitting their application through a second party and initialed by a union steward.

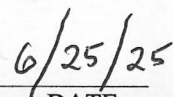
D). Disapproval of any request for annual leave must be explained in writing on form 3971 by the supervisor acting on said request with a reasonable explanation.

E). Failure of a supervisor or management designee to take action on form 3971 noting approval or disapproval within a 72-hour period of receipt of requests and so notifying the carrier will constitute automatic approval of said leave. This Item #12. E. does not supersede Item #4. C.


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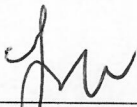

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ITEM # 13: THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY.

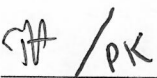
- A). Assign all casual/TE's/CCAs and part-time flexibles to the maximum extent possible.
- B). Select full-time regular volunteers by seniority.
- C). If there still exists a need to perform essential services and additional carriers are needed, non-volunteers on what would otherwise be their non-scheduled day will be scheduled by inverse seniority on a rotating basis through the life of this agreement.
- D). If there still exists a need to perform essential services and additional carriers are needed, non-volunteers on what would otherwise be their holiday or day designated as their holiday, will be scheduled by inverse seniority on a rotating basis through the life of this agreement.

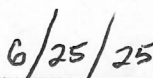
ITEM # 14: WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR.

- A). The Overtime Desired list shall be available to all full-time carriers in the entire Southampton/Richboro installation. Those who desire to do so shall place their names on said list quarterly in accordance with the National Agreement Article 8, Section 5.
- B). In order to better understand the articles of the National and Local Agreements pertaining to overtime, the following interpretations have been mutually agreed upon.
1. Two weeks prior to the start of each calendar quarter, full-time regular carriers desiring to work overtime during that quarter shall place their names on an "Overtime Desired List" (ODL). They will remain on this list until the end of the quarter.
 2. Regular full-time carriers whose names are not on the ODL will not be required to work overtime unless all carriers on the list and all part-time flexible carriers and all qualified casuals employees/TEs/CCAs who are not on leave are utilized.
 3. If a regular full-time carrier not on the ODL is required to work due to insufficient qualified carriers available, it will be on a rotating basis through the life of this agreement, with the junior carrier being assigned first. A record of time worked will be kept along with overtime worked and offered.
 4. Regular full-time carriers whose names are not on the ODL will not be permitted to work overtime until all carriers on the list and all part-time flexible carriers are afforded the opportunity to work. The exception to the above would be a carrier working on his/her own route on a regularly scheduled day.


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5. A regular full-time carrier on the ODL cannot refuse to work overtime if it would mean forcing a regular full-time carrier not on the ODL to work overtime. Exception to the above can be made in exceptional cases when mutually agreed upon by the management and the local union.

6. The ODL shall be kept up to date on a weekly basis with all opportunities noted whether accepted or not.

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

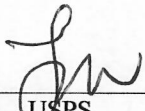
A). Management is to provide those light duty assignments that are consistent with the needs of the service.

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.

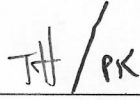
A). Light duty assignments shall be the same as they have been in the past. The tour of light duty shall coincide with the employee's present tour of duty as closely as possible.

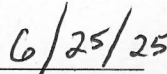
ITEM # 17: THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.

A). Light duty assignments will be those consistent with medical reports of authorized medical doctors, such as office work, casing mail, labeling carrier cases, rewriting carrier removals or as directed by a supervisor.


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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). All carriers within the entire installation shall comprise the section. This includes all carriers in the Richboro, Pa station and any other annex or facility under the jurisdiction of the Southampton, Pa Post Office that may be established.

ITEM # 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

A). Parking spaces shall be provided for all carriers.


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.


A). 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.

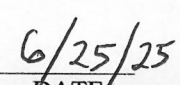
A). Street carriers will take one (1) of their two (2) ten minutes break in the office. Routers or inside carriers will take both ten minute breaks in the office unless their assignment places them on the street. They will then take one (1) ten minute break in the office and one (1) ten minute break on the street. This shall be subject to the yearly option to change as negotiated in the Memorandum of Understanding in the National Agreement.

B). When a letter carrier route or full-time duty assignment (other than that of the junior employee) is abolished at a delivery unit as a result of, but not limited to, route adjustments, highway and housing projects, all routes and full-time duty assignments at that unit held by the letter carrier(s) who are 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 procedure in this article.


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C). Full time (FT) regular carriers who are called into work on a non-scheduled day shall work their (FT) assignment, along with its corresponding starting time. The (FT) carrier technician scheduled to work the route that day shall work on another vacant route on their string or they can bump any CCA or PTF on their string. If no vacancies or bumping exist on that carrier technician's string, the carrier technician will be assigned as needed.

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 ten (10) days. Copies of the notice shall be sent to carriers who are expected to be absent through the bidding period, to their last known address.

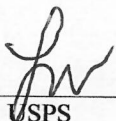
B). When more than one (1) assignment is posted at the same time, letter carriers shall have the right to bid for all assignments, stating their preference (e.g., 1st choice, 2nd choice, etc.)

C). Local Union stewards and affected carriers shall be consulted by management of any proposed changes in carrier duty assignments.


D). Full-time letter carrier assignments shall not be re-posted when there is a change of more than one (1) hour in the existing assignment.

E). An updated seniority list of all carriers in the installation shall be posted quarterly, if a change occurs in employee complement.

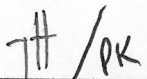
F). Upon request, a carrier shall have retreat rights to their former route within five (5) working days of beginning a newly bid assignment.



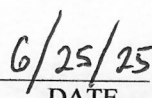
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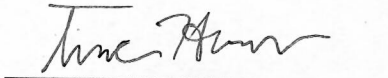
**THE SOUTHAMPTON/RICHBORO STATION'S
MUTUAL AGREEMENT CONTAINED ON PAGES ONE
THROUGH TWELVE OF THIS LMOU SHALL BE IN FULL
FORCE AND EFFECT UNTIL MIDNIGHT MAY 22, 2026,
UNLESS EXTENDED BY AGREEMENT BETWEEN THE
PARTIES AT THE NATIONAL LEVEL. THE TERMS OF THIS
LMOU ARE SUBJECT TO THE GRIEVANCE PROCEDURE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

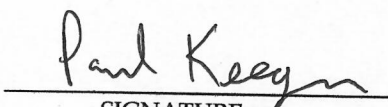
For the United States Postal Service:

<u>Francis Winters (OIC)</u>	<u></u>	<u>6/25/25</u>
(TYPE NAME, TITLE)	SIGNATURE	DATE

For the National Association of Letter Carriers:

<u>Thomas Bozarth Shop Steward</u>	<u></u>	<u>6/25/25</u>
(TYPE NAME, TITLE)	SIGNATURE	DATE

<u>Timothy Harrington shop steward</u>	<u></u>	<u>6/25/25</u>
(TYPE NAME, TITLE)	SIGNATURE	DATE

<u>Paul Keegan Treasurer</u>	<u></u>	<u>6/25/25</u>
(TYPE NAME, TITLE)	SIGNATURE	DATE