

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

SPRING CITY, PA 19475

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.

All members of the crafts represented by the NALC will be granted reasonable wash-up time prior to lunch and ending of their tour; additionally, employees who in the performance of their duties come in contact with toxic materials, must be granted wash-up time when the immediate conditions require wash-up.

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

- A. All regular full time employees work week will consist of five (5) service days from Monday through Saturday with fixed days off, Route #1 and # 2 alternating every Friday, Saturday, Sunday. Route #3 off every Sunday, Monday and route #4 off every Sunday, Wednesday.
- B. If any new full time routes or positions are established during the length of this Contract, the Union Steward shall work together with management to designate a fixed day off for that route or position.

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. THIS INSTALLATION WILL COMPLY WITH ALL REQUESTS BY LOCAL (CITY AND/OR COUNTY), STATE AND FEDERAL OFFICIALS IN REGARD TO ANY EMERGENCY THAT MAY BE AN ENDANGERMENT TO LIFE OF LIMB OF THE EMPLOYEES AND/OR PEOPLE IN THE AFFECTED AREA.
- B. THE POSTMASTER PR HIS DESIGNEE WILL MAKE THE FINAL DECISION.
- C. PRIOR TO TAKING ACTION TO CURTAIL THE MAIL, MANAGEMENT WILL NOTIFY THE UNION OF IT'S DECISION AND PLAN OF IMPLEMENTATION, WITH THE OVERRIDING FACTOR BEING THE SAFETY AND HEALTH OF ALL EMPLOYEES.

ITEM # 4: FORMULATION OF LEAVE PROGRAM

- A. Annual leave may be taken in day, hours, or minutes (units).

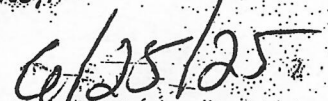

USPS

TO

NALC



NALC


DATE

(SPRING CITY)

- B. Installation seniority must prevail in selection of prime-time leave.
- C. Supervisors, in cooperation with Stewards, will announce to all employees by February 1, 2024, 2025 and 2026 that requests for prime-time vacation will be taken starting March 1, and beginning with the senior (installation seniority) carrier first, down to junior CCA.
- D. Failure to make a selection, within required time frame forfeits the carrier's right to a choice vacation selection until all other carriers have had an opportunity to choose.
- E. Carrier's will be granted two (2) selections as outlined in VLL-A, B, and C with Management immediately upon presentation of the request initialing approval or disapproval. The 48-hour time frame will apply to the first selection only and 24 hours will apply to the second choice.
- F. A prime time leave chart will be posted as in past practice and will be made available to all employees.
- G. The remainder of a carrier's annual leave may be granted throughout the remainder of the year.
- H. A carrier may not cancel prime time annual leave unless he/she delivers his/her written notice to Management and the Union Steward at least seven (7) days in advance of the scheduled leave. Such cancelled prime time leave will be reposted for bid and offered to the bidding carrier, starting with the carrier immediately junior to the carrier who cancelled his/her leave. The rescheduled prime time leave will be awarded to the carrier, but cannot exceed fifteen (15) days or three (3) weeks when combined with already approved prime-time selections.

- I. All prime-time vacation picks will be Monday through Sunday, inclusive.
- J. Carriers will not be called into work while on annual leave, except in an emergency situation.
- K. Emergency leave will be granted at the discretion of Management.
- L. Military leave shall not count as part of an employee's selections for prime-time vacation, nor shall it count against the installation's quota for the choice vacation period.
- M. Weeks in the choice vacation period not taken must be posted and granted on a first come, first serve basis. If more than one bid is received at the same time; for the same date, seniority (installation seniority) must prevail.

K/J
USPS

TD
NALC

TD
NALC

6/25/25
DATE

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

(STATION NAME)

THE CHOICE VACATION PERIOD (PRIME-TIME) WILL BE FROM THE SECOND MONDAY IN APRIL THROUGH AND INCLUDING THE FIRST FULL WEEK AFTER THE THANKSGIVING HOLIDAY, ADDITIONALLY FROM DECEMBER 26TH THROUGH DECEMBER 31ST INCLUSIVE.

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

DURING CHOICE VACATION PERIOD, ALL VACATIONS OF ONE WEEK OR MORE SHALL BEGIN ON A MONDAY THROUGH SUNDAY.

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

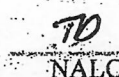
- A. EACH EMPLOYEE WILL BE GRANTED TWO (2) SELECTIONS.
- B. THE FIRST SELECTION WILL BE 10 DAYS, EITHER TWO(2) 5 DAYS OR ONE (1) 10 DAY SELECTION BEGINNING WITH THE SENIOR (INSTALLATION SENIORITY) EMPLOYEE AND CONTINUING THROUGH THE MOST JUNIOR EMPLOYEE.
- C. THE SECOND SELECTION WILL BE ONE SELECTION OF FIVE (5) DAYS AGAIN STARTING WITH THE SENIOR EMPLOYEE (INSTALLATION SENIORITY).

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

- A. IT WILL NOT BE A PART OF THE CHOICE VACATION PERIOD.
- B. ANY EMPLOYEE CALLED FOR JURY DUTY DURING THEIR CHOICE VACATION SHALL BE ELIGIBLE FOR ANOTHER AVAILABLE WEEK(S) WITHIN THE CHOICE VACATION PERIOD.
- C. EMPLOYEE(S) ELECTED TO ATTEND STATE OR NATIONAL CONVENTIONS OF THE NALC WILL BE ALLOWED TO DO SO WITHIN LIMITATIONS BASED ON THE EFFICIENT OPERATION OF THE OFFICE AND MUTUALLY AGREED UPON BY BOTH MANAGEMENT AND CRAFT.


USPS


NALC


NALC

6/25/25
DATE

(SPRING CITY)

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

- A. There will be one (1) carrier (including city carrier assistants) off during each week of the prime vacation period.
- B. Where feasible, Management will permit additional employees off, based on the work load and needs of the Office.

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

- A. Employees shall submit Form 3971 (in duplicate); "Request For, or Notification of Absence", and HAND DELIVER to the Supervisor or PostMaster, not to be left on desks, etc.
- B. Upon receipt, Management has two (2) days to return signed approved/disapproved copy to the employee and, upon approval, shall post the vacation selection on the vacation chart in the Office which shall be available to all employees.

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

11/1/25
USPS

TJ
NALC

TJ
NALC

6/25/25
DATE

- A. No later than October 1st of each year, Management will place a notice on the bulletin board indicating the date on which the new leave year begins, 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.

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

- A. An application for leave other than choice vacation shall be submitted on Form 3971 (in duplicate) and hand delivered to Management, up to 90 days in advance of said annual leave date.
- B. This leave will be granted on a first come, first serve basis with the determining factor being the date submitted.
- C. Installation seniority shall prevail when there are two (2) or more applications for the same time period(s), submitted the same day.
- D. Disapproval of requested leave on Form 3971 by Management MUST include a reason.
- E. Failure to take action on a submitted Form 3971 by Management, noting approval or disapproval, within seventy-two (72) hours after being submitted, will constitute AUTOMATIC approval of said leave.

7/1/25

USPS

180

NALC

70

NALC

6/25/25

DATE

(SPRING CITY)

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

Union and Management will follow procedures outlined in THE NATIONAL AGREEMENT, Article II, Section 6.

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 quarterly.
- C. Carriers will have the option of removing their name from the Overtime Desired List at any time during the quarter in writing, effective the next day.

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

Management is to provide those light-duty assignments available; as determined by their medical restrictions that are consistent with the needs of service, and in accordance to Article 13 of THE NATIONAL AGREEMENT.

7/1/25

USPS

TJ

NALC

TD

NALC

6/25/25

DATE

(SPRING CITY)

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.

These situations shall be administered in accordance with Article 13 of THE NATIONAL AGREEMENT.

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 by authorized medical doctors.
- B. Light-duty assignments may include; but not limited to, casing of mail, labeling cases, office work (such as answering phones), maintenance of 3982 cards or performing other work assigned by the Postmaster or Supervisor with Item A taken into consideration.

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

It is agreed that the Spring City post office shall be known as an Installation, and all bidding reassignments, postings, etc, shall be within the Craft affected.

ITEM #19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

Parking is on a first come, first serve basis...take what you can get.

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. Union activities will not be part of the choice vacation time.
- B. Both Management and Union agree to follow guidelines established in ITEM #8 of this Agreement.

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

- A. Carriers will take TWO (2) ten minute breaks on the street, as indicated in the carrier route book and approved by Management.
- B. 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.
- C. 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.

Craft assignments must be posted for SEVEN (7) days and the successful bidder must be assigned to the vacated assignment within FOURTEEN (14) days.


<u>4/12/25</u>	<u>TD</u>	<u>TD</u>	<u>6/25/25</u>
USPS	NALC	NALC	DATE

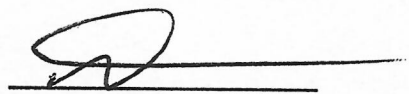
THE SPRING CITY STATION'S MUTUAL AGREEMENT IN THIS LOCAL MEMORANDUM OF UNDERSTANDING WILL REMAIN IN EFFECT FOR THE LENGTH OF THIS AGREEMENT (MAY 22, 2026), UNLESS EXTENDED BY AGREEMENT BETWEEN THE PARTIES AT THE NATIONAL LEVEL. THE TERMS OF THIS LMOU ARE SUBJECT TO THE GRIEVANCE PROCEDURE AS CONTAINED IN THE NATIONAL AGREEMENT.

For the United States Postal Service:

<u>Ken Thorpe</u>	<u></u>	<u>6/25/25</u>
KEN THORPE	SIGNATURE	DATE
POSTMASTER		

For the National Association of Letter Carriers:

<u>Terry Gauger</u>	<u></u>	<u>6/25/25</u>
TERRY GAUGER	SIGNATURE	DATE
UNION STEWARD		

<u>Tim Demchik</u>	<u></u>	<u>06/25/25</u>
TIMOTHY DEMCHIK	SIGNATURE	DATE
UNION OFFICER		