

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

TELFORD, PA 18969 AND SOUDERTON, PA 18964

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.

TELFORD POST OFFICE

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 regulars will maintain current posted schedules with rotating days off. (i.e., Sun & Mon, Sun & Tue, Sun & Wed, Sun & Thurs and 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.

Each emergency condition will be determined by the installation head or designee. Any action to be taken as a result of an emergency condition shall be discussed between management and the union prior to implementation.

ITEM # 4: FORMULATION OF LEAVE PROGRAM

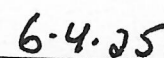
Choice vacation period will run from the week of Memorial Day through the third full week in October and from Christmas Eve to New Year's Eve, and the Monday before Thanksgiving Day thru the Sunday after Thanksgiving Day.

1. Carriers, including CCAs and PTFs, will be approached in order of seniority to select their vacation choices from the available weeks on the choice vacation calendar. Carriers will be afforded two (2) days (until 10 AM on the second day) to make their first choice. They will have an additional 24 hours to make their second choice.
2. No carrier, including CCAs and PTFs, will be permitted to select until the carrier senior to him/her has made his/her selection. However, a carrier wishing to make a vacation selection out of turn may do so by securing, in writing, the approval of all carriers with greater seniority.
3. After carriers, including CCAs and PTFs, have made their selections, open days or weeks may be filled by carriers wishing to take additional weeks according to seniority.


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4. Union steward will advise management of the dates and carriers who will be attending both state and national conventions prior to February 1st.
5. Leave other than choice period will be granted at the rate of 2 carriers each week, unless mutually agreed upon union and management.
6. Once a carrier, including CCAs and PTFs, has selected a vacation pick, there will be no "turning back" part of that week unless mutually agreed to by the union and management. Carriers, including CCAs, will however be allowed to turn back entire weeks. In that event, carriers, including CCAs, will be invited to bid for the vacated selection(s) according to seniority. All cancellations shall be re-posted as soon as management is notified of it.
7. Carriers, including CCAs and PTFs, who become ill while on annual leave will be allowed another available selection, with acceptable medical evidence.
8. There will be no exchanging leave.
9. Military leave will be governed by ELM sections 517.1 through 517.992.

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

Choice vacation period will begin the week of Memorial Day and end with the third full week in October, Christmas Eve through New Year's Eve, and the Monday before Thanksgiving Day thru the Sunday after Thanksgiving Day.

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

Carriers, including CCAs and PTFs, will start vacation on Monday and will return to work on Monday. If the returning Monday is a holiday or non-scheduled day, carriers will state their preference when Form 3971 is submitted as to whether they wish to work that day. If not, they will return to work on Tuesday. Carriers will notify management on Form 3971 that the returning Monday is a non-scheduled day.

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

1. Carriers who are eligible for three weeks may make two selections (total of 10 days) either consecutively or separately on the first pick, and one selection (5 days) on the second pick. Carriers may select three (3) consecutive weeks on their first pick and forfeit their second pick.

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2. Carriers eligible for two (2) weeks may take their weeks consecutively or one week at a time.

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

1. Jury duty will not be considered as part of the quota of carriers allowed off during vacation period.
2. A carrier, including CCAs and PTFs, called for jury duty during a vacation period will be eligible to select another choice from among the weeks that remain available.
3. Attendance at union conventions will be charged as a vacation selection.

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

1. 15% of carriers, including CCAs and PTFs, on the rolls as of February 1 will receive leave from the week of Memorial Day through June, in September and October, and Christmas week, unless mutually agreed upon by union and management.
2. 17% of carriers, including CCA's and PTF's, on the rolls as of February 1 of each year will receive leave in July and August, unless mutually agreed upon by union and management.
3. 12% of carriers, including CCA's and PTF's, on the rolls as of February 1 of each year will receive leave from the Monday before Thanksgiving Day thru the Sunday after Thanksgiving Day, unless mutually agreed upon by union and management.

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 on the bulletin board, and the employees' duplicate copy of Form 3971 will serve as official notification.

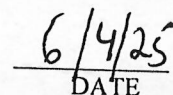
ITEM # 11: DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

No later than the first of October a notice will be posted advising carriers of the risk of losing any hours in excess of 440 hours annual leave and the beginning date of the new leave year.


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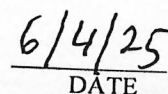
ITEM # 12: THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.

1. Application for annual leave other than choice is to be submitted in triplicate, with one copy dated and initialed by the supervisor and returned to the carrier immediately. The second copy, marked approved or disapproved and signed by a supervisor, will be returned to the carrier within 48 hours.
2. Failure of management to take action on Form 3971 noting approval or disapproval within 48 hours will constitute automatic approval.
3. Form 3971 may not be submitted prior to 60 days of the requested date, or later than three days before the requested date, except the following exceptions:
 - A. Special planned activities such as, but not limited to, weddings, anniversaries, graduations, or extended trips may be submitted over 60 days in advance.
 - B. Emergencies under three days, such as, but not limited to, death, accident or hospitalization of family members.
 - C. Union officials may submit application for annual leave more than 60 days in advance for union business.
4. Management may require proof of special planned activities over 60 days in advance.
5. No carrier, including CCAs and PTFs, will be permitted to select until the carrier senior to him has made his/her selection. However, a carrier, including CCAs and PTFs, wishing to make a vacation selection out of turn may do so by securing, in writing, the approval of all carriers with greater seniority.
6. Once the carrier, including CCAs and PTFs, has approved annual, they will be allowed to turn it back. In that event, carriers including CCA's, will be invited to bid for the vacated selection according to seniority. All cancellations shall be reposted as soon as management is notified of it.


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

1. CCAs
2. PTFs
- 3 Full-time regulars who volunteer to work on their non-scheduled day by seniority
4. Full-time regulars who volunteer to work on their holiday or day designated as their holiday.
5. Full-time regulars who did not volunteer to work on their non-scheduled day by inverse seniority.
- 6 All other non-volunteer full-time regulars by inverse seniority.

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

1. All full-time regular carriers at Telford/Souderton Post Office shall comprise a section.
2. All full-time regular carriers are eligible to place their name on the Overtime Desired List. That is once on, once off in a quarter.
3. 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.
4. If a regular carrier is absent for any reason 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.

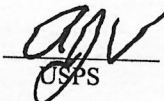

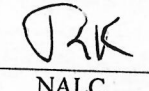
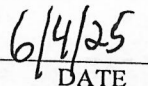
ITEM # 15: THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT.

Management is to provide those light duty assignments available as determined by their medical restrictions 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.

Management and the union agree to a standing committee, consultative in nature, to explore and develop assignments that can be utilized for the purpose of light duty assignments.

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

   
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1. Light duty assignments are to be defined as any duty which is required by an individual because of their limited physical condition may include but not limited to assisting routes by setting up mail, marking up forwardable mail, relabeling carrier cases, updating carrier route books, coverage of suitable collection routes, labeling inside of apartment boxes, training new employees, and which permits the individual to be gainfully employed.
2. This does not guarantee eight (8) hours work for any employee on a daily basis.

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.

1. All carriers, including CCAs and PTFs, within this installation shall comprise a section.
2. This will include all carriers in any new annex or facility under the jurisdiction of the Telford/Souderton Post Office that may be established.

ITEM # 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.


Parking lot privileges according to parking space available with government vehicles having preference.


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.

Attendance at NALC National Convention will not be charged against the choice complement for one carrier.

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

1. There will be no office radio on the work floor. Personal radios will be permitted. However, the volume level will be kept low so as not to disturb patrons or other employees. Earphones may be used, except while moving around.
2. "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 a delivery unit as a result of, but not limited to, route adjustments, highway, housing projects, all routes and full-time duty assignments at that unit held by letter carriers


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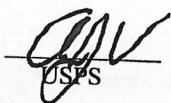
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- who are junior to the carrier(s) whose route(s) or full time duty assignment(s) was abolished shall be bid in accordance with the posting procedures of this Article."
3. Carriers, including CCA's and PTF's, will normally take both breaks on street time, except that any carrier who remains in the office for all or a substantial part of the day will take breaks in the office.

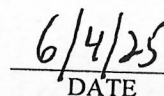
ITEM # 22: LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING.

1. Notice inviting bids for letter carrier craft assignments shall be posted for 10 days. Copies of the posting will be given to Branch 920. When an absent employee has so requested in writing, stating a mailing address, a copy of any notice inviting bids from craft employees will be mailed to the employee by the installation head or designee. A copy of the letter will be given to NALC steward.
2. When more than one assignment is posted at the same time, carriers may bid on all assignments stating their preference that is first choice then second choice.
3. Union steward and affected carriers will be consulted by management on any proposed changes in carrier duty assignments.
4. Carrier seniority list will be posted quarterly.
5. Successful bidder will be placed in the new assignment within 15 working days.
6. Employees will have retreat rights within 5 days.
7. A full-time regular carrier called in to work a non-scheduled day will work his duty assignment along with the corresponding start time. The carrier technician scheduled to work on the route will work on another vacant route on the string if available. If none are available, the carrier technician will work where needed.
8. Management will post all temporarily vacant full-time duty assignments of anticipated duration of five days or more. Full-time reserve, unassigned regulars, PTFs and CCAs may exercise their preference by seniority for these assignments. The successful bidder will work the duty assignment for its duration.


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**THE TELFORD STATION'S
MUTUAL AGREEMENT CONTAINED ON PAGES ONE
THROUGH NINE 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:

ALAN J. Vogeley

(Postmaster)

Alan J. Vogeley

SIGNATURE

6/4/25

DATE

For the National Association of Letter Carriers:

MICHAEL MOIT

(Shop Steward)

Michael Moit

SIGNATURE

6/4/25

DATE

RIK KIRKNER BRANCH
(Union Representative) 920

Rik Kirkner

SIGNATURE

6/4/25

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