

Local Memorandum of Understanding
U.S. Postal Service
Aurora, CO Local APWU
September 21, 2018
To
September 20, 2021

Preamble

This agreement (referred to as **Local Memorandum of Understanding**) is entered into as of 6th day of November 2020, between the Aurora Post Office and the Aurora Local, American Postal Workers Union (hereinafter referred to as "the union").

Item 1 Wash-up Time

Employees who work with toxic materials and/or grease shall be given 10 minutes wash-up time before lunch break and immediately before the end of their workday.

Item 2 Regular Work Week

There shall be a regular five (5) day work week, Saturday through Friday, with fixed or rotating rest days. Consultation between the Union and Management will determine the days off on all newly created positions. Whenever practicable, the fixed days shall be consecutive.

Item 3 Guidelines for Curtailment or Termination of Postal Operations

In the event of an officially declared emergency caused by flood, storm, or other extreme environmental condition or by any type condition officially determined or declared by Federal, State or Local Authority or which can be characterized as extreme or hazardous by a reasonable and prudent judgment, Management officials, after consultation with the representative of the employee organization affected, will determine the severity of the condition and will consult with the Manager Post Office Operations or District Manager, as appropriate, as soon as possible to review the necessity of curtailing or terminating Postal Operations.

Item 4
Local Leave Program

A. Leave bidding shall commence no later than November 15th and shall end prior to December 15th of each calendar year, unless mutually agreed upon by management and the union.

1. **Notice shall be given to all employees** no later than November 1st advising them to plan their annual leave bid for the upcoming leave year. Employees shall be expected to:
 - a. **Select bid choice(s)** in order of preference.
 - b. **Select a designee** to bid on their behalf in the event of an absence.
2. **Failure to supply bid dates** at the time of leave bidding will result in being passed over.
3. **Bidding will be verified** by the use of PS Form 3971.

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a. **The employee will complete**, sign and date the PS Form 3971 in duplicate, for each leave period being bid.

b. **Upon receipt, the supervisor will** sign, date and note the time, and the signed, dated and approved duplicate will be returned to the employee as soon as possible.

c. **It is the employee's responsibility** to assure the supervisor notes the right time and to obtain the returned copy.

B. The choice annual leave period will run for 365 consecutive days (366 in leap year) beginning the first day of the first pay period of the calendar year. Annual leave will begin on Saturday, continuous through Friday.

1. **If requested, up to 14% of employees** in each bid unit will be granted annual leave during the choice period, with the exception of weeks beginning with the second full week of December and ending with the week that includes December 31st. During this period, annual leave will be granted to 8% of the employees, if requested. Any fractions will be rounded to the nearest whole number.

2. **There shall be no less than one (1) opening** per week on each of the annual leave rosters.

3. **There will be two rounds of bidding** during the choice annual leave period.

4. **Bidders may elect to split weeks** once in the first round.

5. Employees who **earn four (4) hours** of annual leave per pay period will be granted up to two (2) weeks of annual leave during round one.

6. Employees who **earn six (6) hours** of annual leave per pay period will be granted up to three (3) weeks during round one and one (1) week during round two.

7. Employees who **earn eight (8) hours** of annual leave per pay period will be granted up to three (3) week during round one and two (2) weeks during round two.

C. Bids will be awarded within the units described below based on seniority in the Aurora Post Office.

D. Bidding for the current leave year will be as follows:

1. **Clerk Craft**

- a. AMPO and pool-relief covering this station.
- b. Hoffman, and pool-relief covering this station.
- c. Altura and pool-relief covering this station.
- d. Fletcher and pool-relief covering this station.
- e. Gateway and pool-relief covering this station.

- f. Tower and pool-relief covering this station.
- g. Buckingham and pool-relief covering this station

2. **Maintenance Craft** will bid installation-wide by occupational group. Seniority will be determined by length of service in the Maintenance Craft with the installation.

E. When the first and second bidding rounds are complete, all leave requests will be classified as **incidental leave**.

- 1. Incidental leave bidding will commence on December 16th unless the 16th is on a Sunday in which the next scheduled work day will be substituted.
- 2. The first day of incidental leave bidding will be done by seniority.
- 3. Management will grant incidental leave requests on a first-come basis and seniority will be utilized if more than one employee submits a request at the same time.

F. In the event that jury duty falls during an employee's scheduled leave and the court refuses the employee's and management request for postponement, management will grant another leave period, provided this does not deprive any other employee of their bids for scheduled annual leave.

G. Delegates to State, Regional and National Conventions (Assemblies) will be given the time off and the time will not be charged to the leave board. Management will be notified, as soon as possible, of the names and stations of the employees that will be attending the Conventions (Assemblies).

H. No trading of annual leave will be permitted.

I. The President of the Union shall be given a copy of all annual leave bid boards. The union representative of the leave bidding unit involved will be notified of any revisions of the leave board within the unit.

J. Vacated and/or reverted bid leave (Full weeks) will be posted for bid within 72 hours in accordance with the established posting procedures as set forth in this agreement and the National Agreement within the leave bidding unit where vacated.

1. **Bids will be awarded** within the unit in the following order of priority:

- a. **The senior bidder of those employees** junior to the employee who vacated the bid leave.
- b. **The senior bidder of all employees** within the unit.

2. **Reverted leave must be in writing** submitted to the Local APWU President and the Postmaster, or their designee, for approval at least 14 days prior to the start of the leave. Less than 14 days' notice will be accepted only in cases of emergency or illness.

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3. **Vacated and/or reverted bid leave will only be posted** for bid when at least 14 days' notice has been given.
4. **Only full weeks of reverted** or vacated leave will be posted for bid.
5. **Full weeks of bid will take preference** over partial weeks.
6. **In the event of the reversion of partial weeks** the bid board will be amended within 72 hours, making these dates available for incidental leave bidding.

K. Incidental leave will be granted to 11% (rounding rules apply) and will include annual leave and LWOP (LWOP is subject to administrative discretion per ELM 514.51).

1. **Requests for unbid annual leave** must be submitted no later than 4:30 PM on the Monday of the week immediately preceding the service week for which leave is requested.
2. **Requests must be submitted on a signed and dated PS Form 3971.**
 - a. **The employee will complete,** sign and date the PS Form 3971 in duplicate, for each leave period being bid.
 - b. **Upon receipt, the supervisor will** sign, date and note the time, and the signed, dated and approved duplicate will be returned to the employee as soon as possible.
 - c. **It is the employee's responsibility to assure the supervisor notes the right time and to obtain the returned copy.**
 - d. **Management will grant incidental leave requests** on a first-come basis and seniority will be utilized if more than one employee submits a request at the same time.
3. **Management will approve or disapprove incidental** annual leave requests and notify the employee within a reasonable amount of time. In most cases, the request will be approved or disapproved the same day.
4. **If management has not either approved or disapproved** the incidental leave request by the next scheduled work day, or **it will be considered approved.**

L. Management has the authority to deny annual leave requests when the requesting employee already has approved annual leave equal to the employee's leave availability. Note: Employees might have to revert a previously approved period of annual leave in order for management to grant an incidental leave request if the employee does not have sufficient annual leave to cover both periods.

Item 13 Holiday Work

The method of selecting employees with the necessary skills to work on a holiday is as follows:

1st Selection: Full-time or part-time regulars who have volunteered to work their holiday or designated holiday by seniority.

2nd Selection: PSE's (Postal Support Employees)

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3rd Selection: Full-time and part time regulars who have volunteered to work their non-scheduled day by seniority.

4th Selection: Full-time and part-time regulars who have not volunteered to work their non-scheduled day by juniority.

5th Section: Full-time and part-time regulars who have not volunteered to work their holiday or designated holiday by juniority.

Selection for holiday scheduling must be in accordance with those sections listed under LMOU Article 14 for the Clerk and Maintenance Crafts.

Item 14 Overtime Desired Lists

1. **Clerk "Overtime Desired" lists** shall be made up by sections, a section shall be defined as a station.

2. **Maintenance overtime desired lists** shall be installation-wide by craft. Seniority will be determined by length of service in the Maintenance Craft within the installation.

4. Overtime Provisions

The quarterly "Overtime Desired" list shall be posted 2 weeks prior to the start of each calendar quarter with 3 columns (FT, 10hrs, 12 hrs.) so an employee can volunteer for incidental overtime, and/or full tour overtime. An employee is considered on all OTDL lists (must to maximized to the full extent) prior to mandating an employee whom is not on the OTDL.

A. Employees converted to regular shall be allowed five (5) working days to place their name on the bottom of the current "Overtime Desired" list.

B. Employees on leave during the entire soliciting period of the "Overtime Desired" list shall be given the opportunity to sign the "Overtime Desired" list within five (5) calendar days upon their return to duty, by the end of their tour on the fifth day. After notifying the union and management, the employee will be considered available for overtime the following day.

C. Pool-relief clerks on the "Overtime Desired" list, when covering a duty assignment at another station, shall be eligible to work overtime at that station. When Pool-Relief employees are assigned to cover at a station they will remain in the rotation at their bid station(PAA); however, if the employee is required to work overtime at the station they are covering they will be determined to be unavailable for overtime at their bid station (PAA). If the voluntary "Overtime Desired" list does not provide sufficient qualified people in a station that is covered by a Pool-Relief employee, the Pool-Relief employee may be selected for overtime at that station.

D. After the "Overtime Desired" list is posted, no employee will be permitted to add his or her name to the list except as specified in this agreement. Employees may be permitted to take their names off the list, but having done so, must remain off the list for the remainder of the current quarter. The employee must notify his or her supervisor and union representative in writing of their desire to be removed from the ODL. The effective date of the removal will be

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no more than 24 hours after the supervisor is given written notification, providing the employee has not been previously scheduled for overtime.

E. If for any reason the negotiated sections are no longer applicable for the assignment of overtime work, the Union and the employer shall meet to update the sections.

Item 15 Light Duty Assignments

Light duty assignments will be assigned on an as needed basis providing the assignment does not infringe upon a bid position of a full-time regular employee.

Item 18 Assignments Compromising A Section

A section will be comprised of a station.

Item 19 Employee Parking Spaces

A joint parking committee will be established consisting of one representative from APWU, one representative from NALC, and one representative from Management. Each committee member will have an equal vote. Any available employee parking spaces will be determined at the station level by both Unions and Management. Should any dispute arise, the parking committee will be called upon to resolve the problem.

Item 21 Craft Provisions

A. Management shall post and furnish a copy of an updated seniority list to the union on a quarterly basis.

B. If a duty assignment's starting time is changed one hour cumulative or less, the duty assignment shall not be reposted. If a duty assignment's starting time is changed more than one hour cumulative, the duty assignment shall be reposted unless the incumbent will accept the new starting time. If a duty assignment's starting time is changed more than two hours cumulative, the duty assignment shall be reposted.

C. Any one of the following conditions will cause a duty assignment to be reposted: The addition or deletion of higher level, Pool Relief, window qualification, duty assignment is changed by 50%, change in station, and/or any duties requiring the training and the passing of an official postal exam.

D. The length of posting of duty assignments shall be ten (10) days.

E. The successful bidder must be placed in the new duty assignment within fourteen (14) days, except when, after consultation between Management and the Union, the period may be extended up to twenty one (21) days from the day of posting of the successful bidder.

F. Normally, the successful bidder shall work the duty assignment as posted and shall not be displaced by a junior employee. This does not prohibit the Employer from assigning other employees to work the assignment for training purposes.

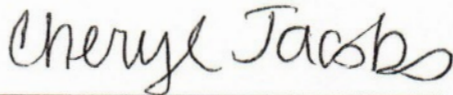
Closing Statement

The Local Memorandum of Understanding has been negotiated in good faith by all parties involved and all parties agree to abide by the provisions set forth herein.

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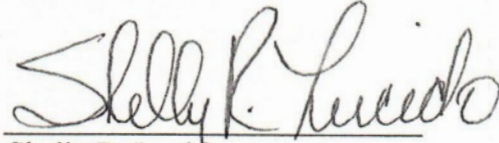
Every item contained within the Local Memorandum of Understanding shall continue in full force and effect for the duration of the National Agreement from September 21, 2018 to September 20, 2021; however, it shall be extended until the finalization of future negotiations and resolutions al all pertinent matters involved therein in accordance with the then existing National Agreement. This Local Memorandum of Understanding may be terminated as determined by the parties to the National Agreement.

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