

**LOCAL MEMORANDUM OF
UNDERSTANDING**

**BETWEEN
THE**

UNITED STATES POSTAL SERVICE

AND

**THE NATIONAL POSTAL MAIL HANDLERS
UNION**

**A DIVISION OF THE
LABORERS' INTERNATIONAL UNION OF
NORTH AMERICA, AFL-CIO**

LOCAL320

CHANDLER, ARIZONA

IN WITNESS WHEREOF

This Local Memorandum of understanding is entered into on October __, 1999 at Chandler Arizona 85225 between the Representative of the United States Postal Service, and the designated agent of the National Postal Mail handlers, a division of the Laborers International Union of North America, AFL-CIO, pursuant to the local implementation provisions, Article 30 of the 1998 National Agreement on matters relating to local working conditions of employment.

David Martin
Postmaster
Chandler, Arizona
85225

Chad A. Medina
Administrative Vice President
East Valley Branch Local 320

1. Due to the dirty nature of mail handlers' work, a wash-up time of not to exceed five {5} minutes will be allowed before lunch period and end of tour.
2. Local policy will conform to current guidelines as stated in the Employee & Labor Relations Manual.
3. A chart to establish individual priorities for prime vacation time will be circulated starting no later than February 1st throughout the craft, with the most senior employee and continuing through all members of the Craft in order of descending seniority. Each employee will have the chart in his/her possession for no more than 24 hours, during which time the employee will select and record his/her choice vacation period. After the chart has reached the most junior employee, it will circulate again in the same descending seniority order. During this period of circulation, any employee may waive his/her turn with the chart, with the right of re-entry in the seniority sequence when the employee chooses, but without right of preempting any vacation selections made during the period of waiver. After all employees have had first and second opportunities to indicate their leave preference on the chart, any further available time will be granted on a first-come, first-served basis. Seniority will determine preference in case of a tie. For the purpose of the prime time vacation chart, tours are defined as follows:

Tour I - 2200 to 0800

Tour II - 0800 to 1800

Employees are to be listed on the tour where the majority of their regular work day is spent. In the event their hours are equally split between two tours, the employees' starting time will be the deciding factor, and they will then be listed on the tour on which they start work.

4. The choice vacation period shall be from the Monday preceding the 1st of May through the 30th of September, or the Sunday immediately after that date.
5. All vacation periods will begin on Monday.
6. Employees may request two selections during the choice vacation period for the maximum length of time pursuant to Article X, Leave Section 3, Chapter D, Paragraphs 1 and 2 of the National Agreement.
7. Attendance at National or State Conventions, as well as military leave, shall be charged to the choice vacation period if annual leave is used. Jury duty will be charged to choice vacation period.
8. One employee may be off during the choice vacation period.
9. On return of the leave chart, any time requested will be accompanied by a completed PS 3971 for the approval and signature of the individual's supervisor. A copy of the approved PS 3971 will be given to the employee.
10. Annual leave requests for other than choice vacation time will be granted on a first-come, first-served basis, in numbers consistent with local operational needs.

11. If the needs of the section are not filled by observing the provisions of the National Agreement, Article XI, Section 6, the senior employees will have the option of working on holidays. If the needs are still not filled, inverse seniority will apply.
12. Overtime desired lists will be by tours: Tour I and Tour II.
13. Consultation between a local representative and management. Consultations shall be by request of either party.
14. {A} All regulars bid job and by seniority.

 {B} Bids may be mailed or presented in person at the Personnel Office. If a prepared receipt is presented at the time the bid is submitted in person, the Personnel employee shall note the date and time and sign the receipt.
15. A Section is a Tour {Tour I – 2200 to 0800, Tour II – 0800 to 1800}, or where the majority of the employee's regular workday is spent.