

**2016 - 2019**

**Enumclaw**

**Local**

**Memorandum**

**Of**

**Understanding**



Local Agreement  
US Postal Service  
Enumclaw, WA 98022-9998

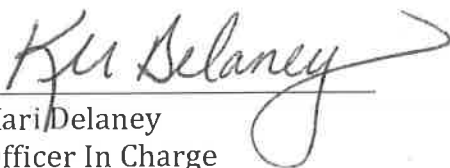
## ENUMCLAW

### MEMORANDUM OF UNDERSTANDING

#### PREAMBLE

This Memorandum of Understanding is entered into on November 14, 2017 at the Enumclaw, WA Post Office between the Representatives of the United States Postal Service and Branch 79, National Association of Letter Carriers, AFL-CIO, pursuant to the Local Implementation Provision of the 2016 National Agreement. This Memorandum of Understanding constitutes the entire Agreement on matters relating to local conditions of employment.

FOR THE UNITED STATES  
POSTAL SERVICE



Kari Delaney  
Officer In Charge  
Enumclaw Post Office  
United States Postal Service

FOR THE NATIONAL ASSOCIATION  
OF LETTER CARRIERS



B. Hansen  
President, Branch 79  
National Association of  
Letter Carriers, AFL-CIO

## **1. Wash Up Time:**

Reasonable Wash Up time will be granted.

## **2. Emergency Procedures:**

All parties recognize that on occasion, emergency conditions may exist which would encourage the employer to consider the curtailment of mail. In cases of such emergency conditions, the employer will, prior to making a decision to curtail the mail, take into consideration such factors as:

- A) The degree of emergency as stated by and acted upon by responsible governmental authorities,
- B) The requirements and reactions of its customers to the emergency,
- C) The accessibility of postal operations and its customers to the employer and employee, and
- D) The safety and health of its employees.

The postmaster or his or her designee will determine whether curtailment or termination of postal operations is necessary. Prior to taking actions to curtail the mail, the employer will notify the union of its decision and plan of implementation.

### 3. Annual Leave Program:

A) During prime time, annual leave will be limited to one carrier craft employee off at any one time, unless an emergency situation arises. No more than one carrier craft employee will be granted annual leave during non-prime time unless the Supervisor of Operations deems it operationally expedient. . **From the first Monday in July through the second full week in September**, a second carrier craft employee shall be approved for leave. **In effect, two carriers may be on annual leave during these weeks.**

B) Prime time annual leave will be granted by seniority. A prime time calendar will be completed by the 15<sup>th</sup> of December each year. Employees may request two selections in units of either five or ten days, not to exceed ten or fifteen days as determined by leave category of their prime time choice. Effective November 1<sup>st</sup>, management will post the dates for the new leave year and prime time. Starting December 1, each employee, by seniority will have 48 hours to make his or her selections. If no request is submitted at the end of that time, they will be passed over and may choose from any remaining open weeks.

C) The prime time annual leave period shall be from the First Monday in May through the last Sunday in September.

D) Non-prime time requests for annual leave will be accepted prior to December 15<sup>th</sup> but will be held in an envelope by management until all prime time requests have been made. On the morning of the 15<sup>th</sup> of December, management will open the envelope and approve non-prime time requests by seniority. After this has been done, all future requests are considered based on first come, first served.

E) All **city** carrier craft employees will start their vacations on a Monday and return to work on a Monday unless the Monday following their vacation is a holiday or non-scheduled day, in which case they would return on a Tuesday.

F) The guaranteed leave during the prime time period shall not be lost because of Jury/Military Duty. Every effort will be made to give the person on Jury/Military Duty another selection during prime time.

G) All applications for annual leave shall be submitted on Form 3971 (Request for Leave) in duplicate. The duplicate copy shall be the employee's official notice. All Form 3971's will be returned the next business day to the person submitting the form. No Form 3971s will be accepted from noon of this Saturday through noon on Monday.

H) Craft employees of this Agreement shall request their non-prime or incidental leave requests on Form 3971 at least three days in advance. This will be a first

submitted, first granted basis, with seniority deciding the question when two or more carriers apply at the same time for the same period.

I) Delegates attending State, Local, and National Conventions or Assemblies will notify the postmaster as soon as possible after January 1, and will be granted annual leave or leave without pay not to be counted as prime time selection and not in conflict with Section 3A of this agreement.

J) No carrier will be called into work while on annual leave except in an emergency.

**K) The Annual Leave Program applies to career City Carriers and Carrier Assistant (CCA) employees.**

#### **4. Selection of Employees to Work Holidays:**

Carrier craft employees will be selected to work holidays in the following order:

- 1) All part-time flexible employees to the maximum extent possible, even if the payment of overtime is required.
- 2) All full-time and part-time regular employees who possess the necessary skills and have volunteered to work on their holiday or their designated holiday, by seniority.
- 3) City carrier assistants (CCAs).
- 4) All full and part-time regular employees who possess the necessary skills and have volunteered to work on their non-scheduled day, by seniority.
- 5) Full-time regulars who *do not* volunteer on what would otherwise be their non-scheduled day, by inverse seniority.
- 6) Full-time regulars who *do not* volunteer on what would otherwise be their holiday or designated holiday, by inverse seniority.

## **5. Light Duty Program:**

Any work within the letter carrier craft that a carrier is qualified for and a medical doctor determines will not adversely affect an individual letter carrier shall be considered light duty for that individual.

## **6. Miscellaneous Provisions:**

### **Article 41.3.0**

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 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 procedures in this Article.