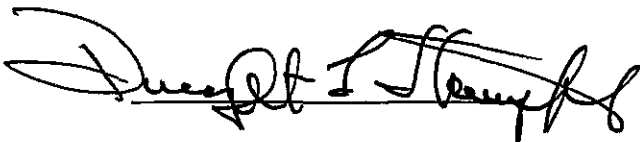


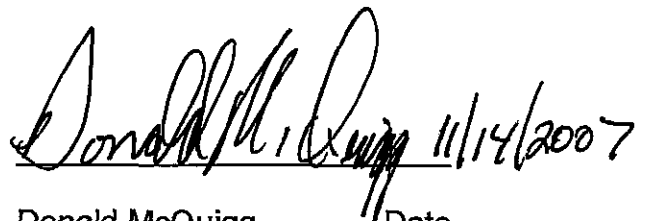
**LOCAL MEMORANDUM OF UNDERSTANDING**

This Local Memorandum of Understanding is between the representative of the U.S. Postal Service, Anchorage, Alaska, and the designated agent of the National Association of Letter Carriers, Local Branch 4319, signatory to the National Agreement, pursuant to the Local Implementation Provision of the **2006 - 2011 National Agreement**.  
**This Contract shall remain in effect until and unless it is renegotiated.**

- Article 8 Overtime Desired List
- Article 10 Annual Leave
- Article 11 Holiday Schedule
- Article 13 Assignment of Ill or Injured Regular Work Force Employees
- Article 14 Safety and Health
- Article 17 Representation
- Article 41 Seniority and Posting



Dwight Stampflee      Date  
Postmaster  
Anchorage Post Office



Donald McQuigg      Date  
President  
Branch 4319 NALC AFL-CIO

**Article 8**

**Overtime Desired List**

- Section 1. For the purpose of an overtime desired list in Article 8 each work center shall be treated as a separate section.
- A. Work center shall be defined as a physical building.

## **Article 10**

### **Leave**

Section 1. Annual leave during choice vacation period.

A. For the purpose of annual leave during the choice period work centers are defined as follows:

1. Eastchester & Downtown
2. Huffman
3. Lake Otis
4. Midtown
5. Muldoon & Fort Richardson
6. Russian Jack & Elmendorf
7. Sand Lake & Main Office
8. Spenard

a. All work centers listed above are identified and shall remain as listed even if their name changes.

b. A work center is defined as a physical building as listed.

B. The duration of the choice vacation period shall begin on the fourth Monday in May and shall end on the fourth Sunday of September.

C. As indicated in the foregoing, the beginning day of an employee's vacation will be Monday and the ending day will be Sunday.

D. Management and the Union shall determine the minimum number of employees who shall receive leave each week during the choice

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vacation period in the following manner.

1. The total number of leave weeks for prime time available to all letter carriers in each office shall be divided by the total number of weeks that prime time consists of. That number shall be rounded to the next highest whole number and that shall be the number of slots available per week for the letter carriers sign up sheet in that office.
- E. An annual leave sign-up list shall be circulated by seniority in each work center by a designated union member.
1. The initial choice vacation annual leave sign-up period shall begin November 1st.
    - a. During the initial sign up employees, at their option, may sign up for one three week selection or two selections during the choice vacation period in units of one or two weeks.
  2. Should an employee be absent they may empower in writing a Union Representative or a designee to sign the list on their behalf in order that the sign-up continue. If an employee or their designee does not sign within two business days they will be bypassed and the sign-up will continue.
- F. After initial sign-up a second sign-up by seniority shall be done for all remaining available prime time leave slots on the leave list. Once the sign up is complete a copy of the list shall then be posted on the official bulletin

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board for employees to sign-up on a first come, first serve basis for any remaining available full week slots, throughout the leave period. Sign-up must be completed by close of business of the Monday preceding the leave week requested.

- G. Four (4) weeks prior to the leave commencing, the supervisor/manager and steward or their designee, will verify with those employees signed up on the list for the week and the employee must complete a PS Form 3971 at that time. The employee's annual leave balance will be verified to ensure they have sufficient leave to cover their absence. If the employee does not have sufficient leave to cover the absence, their name will be removed from the leave board and made available for other employees. Employees unable to utilize annual leave signed for shall notify their supervisor and steward/designee in writing. The steward/designee shall amend the annual leave sign-up list.
- H. All advance commitments for granting annual leave must be honored except in serious emergency situations.
1. Once an employee has entered their signature on the leave list it is considered an advance commitment.
- I. At the close of the sign up period, the sign-up list shall be duplicated and distributed in the following manner:
1. The original copy will remain with the station manager in the unit.
  2. Each work center shall receive at least one copy of their sign-up list.

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3. One copy of each work center sign-up list shall be sent to the NALC Branch President by the steward/designee.

J. An employee who is called for their military leave during their choice vacation period is eligible for another available period provided this does not deprive any other employee of their first choice for scheduled vacation.

Section 2. Annual leave during the period other than choice vacation period.

A. Definition: For purposes of this section the period other than the choice vacation period is defined as the first Monday of the new leave year as defined in the ELM and ending on the last Sunday of the leave year, excluding the choice vacation period defined in Article X, Section 1.

B. For purposes of annual leave during this period, work centers shall be treated as a separate section.

1. Work center shall be defined as a physical building.

C. A minimum of (10) percent of the employees in each carrier work center shall be assured leave each week during this period except in serious emergency situations. The (10) percent shall be calculated on the basis of the number of employees on the rolls at each center on October 15 of each year. In instances where the computation of (10) percent does not result in a whole number and if the fractional result is .1 or higher, the next higher whole number shall be the correct figure (e.g. 2.1 and above shall become 3).

D. An annual leave sign-up list shall be circulated by seniority in each work center by a designated union member.

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1. The initial non-choice vacation annual leave sign-up period shall begin on November 1.
  2. Should an employee be absent they may empower in writing a Union Representative or a designee to sign the list on their behalf in order that the sign-up continue. If an employee or their designee does not sign within two business days they will be bypassed and the sign-up will continue.
- E. Once the sign up is complete a copy of the list shall then be posted on the official bulletin board for employees to sign-up on a first come, first serve basis for any remaining available full week slots, throughout the leave period. Sign-up must be completed by close of business of the Monday preceding the leave week requested.
- F. All advance commitments for granting annual leave must be honored except in serious emergency situations.
1. Once an employee has entered their signature on the leave list it is considered an advance commitment.

**Section 3. Leave Balance**

- A. All leave requested must be accrued and/or credited to the employee before leave is taken. Leave without pay may not be used in lieu of annual leave requested under this article.
- B. All leave must be supported by an approved Form 3971 prior to leave being taken except in cases of emergency.

**Section 4. Other Annual Leave**

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- A. Annual leave may be requested by any employee at any time provided annual leave has been earned and/or credited by submission of PS Form 3971 to appropriate supervision. PS Form 3971 shall be submitted in duplicate where upon the supervisor must complete the portions of the form, "signature of Supervisor Notified" and "Date." The supervisor shall immediately return the duplicate to the employee requesting annual leave.

The supervisor will determine if leave may or may not be granted. If the original PS Form 3971 is not returned to the employee endorsed with reason for disapproval within 7 calendar days, the leave is approved.

- B. All leave must be supported by an approved PS Form 3971 prior to leave being taken.

**Section 5. Bereavement Leave.**

- A. In cases of death in the immediate family of an employee, the employee will be granted annual leave or leave without pay in the absence of sufficient annual leave balance of a minimum of 14 calendar days, unless a shorter period is requested by the employee.

- B. For the purpose of administration of this provision, the immediate family shall be defined as:

1. Spouse and parents of spouse.
2. Children and spouses of children.
3. Parents.
4. Brothers and sisters.



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5. Person(s) related by blood or whose close association with the employee was such as to have been the equivalent of a close family relationship.

**Section 6. Single Day Leave Sign-Up.**

- A. Single day leave sign-up shall proceed only after sign-up lists have been circulated in accordance with Article 10, Sections 1 and 2 of this Local Memorandum of Understanding. Article 10, Section 3 of this LMOU shall apply to Single Day Leave Sign-up. Single Day Leave Sign-up procedures shall apply to both prime and non-prime time leave. Definitions of work centers, as stated in Article 10, Sections 1 and 2, shall apply to the applicable Single Day Leave Sign-up.
- B. After the sign-up list has been circulated, the remaining unused slots shall be made available for single day sign-up in the following manner:
  1. A designated union member, in the work center, shall provide the employees the opportunity to sign up for individual days on the unused weekly slots in the leave lists by seniority. After the seniority sign-up opportunities, sign-up shall be made available on a first come, first serve basis.
  2. When any day of the unused weekly slots is selected for single day sign-up by the employee, the weekly slot shall be marked as "single days" and the remaining days in the week shall be made available to all other employees on a first come first serve basis.

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- C. No employee may break down more than three unused weekly slots into a “single days” week during a single calendar week. This section shall not preclude an employee from signing up in other weeks which are initially transformed into “single days” weeks by other employees.
- D. Single day sign-up must be requested by close of business the Monday preceding the leave week in which they want the day off.
- E. For Single Day Leave Sign-up during the Choice Vacation Period, the following physical locations are designated as the only official location for the leave lists. The designated union employee for these physical locations shall be responsible for maintaining the leave lists for work centers with more than one physical location associated with them.
  - 1. Eastchester.
  - 2. Huffman.
  - 3. Lake Otis.
  - 4. Midtown.
  - 5. Muldoon.
  - 6. Russian Jack.
  - 7. Sand Lake.
  - 8. Spenard

Section 7. Part Time Regular employees shall have a separate seniority roster and leave sign-up list for choice and non-choice leave. Leave sign-up for Part Time Regular employees shall be based on their seniority and work center in accordance with the current LMOU for the Anchorage Post Office.

## **Article 11**

### **Holiday Scheduling**

Section 1. For the purpose of holiday scheduling each work center shall be treated as a separate section.

- A. Work center shall be defined as a physical building with the following exceptions:
  - 1. Elmendorf Station shall be merged with Russian Jack Station for the purpose of making the holiday schedules.
  - 2. Fort Richardson Station shall be merged with Muldoon Station for the purpose of making the holiday schedules.

Section 2. The following minimum pecking order shall be followed in working employees on a designated holiday:

- A. Transitional and Part-time flexible employee volunteers by seniority.
- B. Transitional and Part-time flexible employee non-volunteers by inverse seniority.
- C. Full time regular volunteers by seniority.
- D. Full time regulars who do not volunteer on what would otherwise be their non-scheduled day by inverse seniority.
- E. Full time regular non volunteers by inverse seniority on what would be their designated holiday.

## **Article 13**

### **Assignment of Ill or Injured Regular Work Force Employees**

It is in the best interest of the employees and the employer to develop light duty assignments on an individual basis; therefore, it is agreed on receipt of application for light duty assignment, consistent with the provisions of Article 13 of the National Agreement, the employer will meet with representatives of the unions involved in a meaningful attempt to supply employment which will meet the physical limitations of the involved.

## **Article 14**

### **Safety and Health**

Section 1. It is recognized by both parties that on occasions emergency conditions occur which might be cause for the employer to consider the curtailment of operations in part or in whole. In the event of such emergency conditions employees will contact the employer at the earliest possible time to report circumstances which preclude reporting for duty or continuation of service. At such time when a carrier is outside of the office and encounters a hazardous situation or condition they shall contact a supervisor/manager. After a thorough review of conditions and after having given local authority declarations consideration, the installation head or his designee shall render a decision on the conditions.

Section 2. Seasonal changes in uniform apparel will be decided in April and August. Employees will not be disciplined for changing the uniform on days of extreme weather when normal uniform is inadequate or improper for the protection of health.

## Article 17

### Representation

- Section 1. The Employer and the Union will exchange identification of designated members of the Labor-Management Committee.
- A. Such Labor-Management Committee meetings shall be held monthly at the request of either party.
1. Each party will be limited to four (4) people. Additional people may attend by mutual agreement of both parties.
- B. Matter to be discussed shall be reduced to writing and exchanged by both parties prior to the meeting requested.
- C. Special meetings may be called as necessary.
- D. The parties agree that they must hold at least one general special meeting per year. This meeting shall include station supervisors/managers and Union Representatives. NALC must be allowed fourteen (14) paid attendees.
- E. All participants shall be on the clock during the meetings as long as it is a regularly scheduled work day.

## **Article 41**

### **Seniority and Posting**

**Section 1.** Bidding shall be on an installation wide basis. In instances where several assignments are posted, a letter carrier may bid for as many assignments as are posted, stating their preferences in the following manner: First Choice\_\_\_, Second Choice\_\_\_, Third Choice\_\_\_, Fourth Choice\_\_\_, Fifth Choice\_\_\_. Form 1717 shall be prepared and annotated to show preference of assignment.

**Section 2.** Bids for assignment on Form 1717 shall be placed in the designated bid box at each individual work center during the period for which notice is posted.

**A.** The Steward or a designated Union Member shall be present for the opening of each work centers bid box.

**B.** The bid cards shall jointly be placed in registered envelopes and sent registered mail to the Personnel Office.

**1.** If no bids are received, a note stating such shall be jointly sent by registered mail to the Personnel Office.

**C.** Electronic bidding is an acceptable alternative to manual bidding.

**D.** It will be the joint responsibility of the NALC designated Union Member and the Anchorage Postal Management to ensure that each work center complies with Section 2B and 2B(1) above.

**Section 3.** Vacant and new positions subject to bid will be posted for seven calendar days with all posting to run from 6:00 a.m. Friday to 9:00 a.m. the following Friday.

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- A. Bids must be awarded on the Friday, seven days following the closing of bids.
- Section 4. A copy of local originating notices having special local implication to the Carrier Craft shall be mailed to the Branch President.
- Section 5. The Branch President, or his designee shall be present at the opening of bids at Personnel and shall be afforded the opportunity to review all bid results prior to finalizing the General Personnel Bulletin.
- Section 6. All Letter Carrier Craft bid assignments in the Anchorage Post Office shall be on a rotating days off schedule, with the work week running from Saturday through Friday.
- A. Exceptions to Rotating Days Off.
1. Those routes posted with a Monday through Friday work week with a non-scheduled day of Saturday. Unless these routes are expanded to six-day delivery routes, they will remain with a fixed day off.
  2. Individual bid assignments agreed to mutuality by the Installation head and the local NALC Branch President.
- Section 7. No assignment will be posted because of a change in starting time unless the change exceeds two (2) hours. If, during the life of this agreement, there are cumulative changes in starting time from original starting time which exceed two (2) hours, the assignment must be re-posted. Advance notification shall be provided no less than seven days prior to the effective date of new starting time.
- Section 8. When a Letter carrier route or full-time duty assignment, other than the



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letter carrier routes(s) or full-time duty assignments of the junior employees, 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.

Section 9. Any and all vacancies of anticipated duration of five days or more (opts) in/at the General Mail Facility (GMF) must be posted at the Sand Lake Station in accordance with the Anchorage Post Office opting procedures.

A. Article 41 Section 2B(3, 4, &5) shall be applied for the employees at the Sand Lake Station for all applicable vacancies at the General Mail Facility.

Section 10. Transitional Employees seniority shall be computed from their enter on duty date.

Section 11. The parties agree to jointly create an opting policy.