

2006-2010
Local Memorandum of Understanding
United States Postal Service Santa Ana, California 92711-9998 and 92799-9998
and
American Postal Workers Union, AFL-CIO—Southwest Coastal Area Local
National Agreement
Article 30
Recognition

PARTIES TO THE AGREEMENT

A. This Memorandum of Understanding, entered into to supplement the nationally negotiated agreement, represents and constitutes the agreement between the Santa Ana Processing and Distribution Center and Santa Ana Post Office (hereinafter known as the “Employer”), and the American Postal Workers Union, AFL-CIO, Southwest Coastal Area Local (hereinafter known as the “Union”) on local personnel policies, practices and working conditions.

B. This Memorandum of Understanding covers all craft employees of this post office in units certified at the local level for which the Union has been certified as the National Representative. The Santa Ana Installation of the Southwest Coastal Area Local, American Postal Workers Union, AFL-CIO, is hereby recognized as the representative Union for:

1. Clerk Craft.
2. Maintenance Craft.
3. Motor Vehicle Craft.

C. This Memorandum of Understanding has no force and effect with respect to employees certified as excluded under the provisions of Article 1, Section 2 of the working agreement.

D. Should any part of this Agreement or any provisions contained herein be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by a court of competent jurisdiction, such invalidation of such part or provision of this Agreement shall not invalidate the remaining portions of this Agreement, and they shall remain in full force and effect.

E. By entering into this agreement the Employer does not in any way accept any concept or express any view regarding internal union procedures which are not properly determined by collective bargaining and are matters properly regulated by methods outside of that process.

SECTION 1 - WASH UP

A. The parties recognize that, within occupational groups represented by APWU, workers may be engaged in work, which can be identified as being dirty or toxic work.

B. The supervisor will grant reasonable wash-up time to employees, consistent with their day-to- day assignment and in accordance with past practice.

SECTION 2 - BASIC WORK WEEK

A. An employee who in the normal course of a work day reports for duty at one station and then, on a regular basis, moves to travel time and reports to another station to complete all or part of their tour of duty shall, when calling in for sick or annual leave, only have to call the station at which they normally begins their tour of duty. The employees shall not have to make more than one call to be granted sick or annual leave.

B. The regular workweek of bid assignments for full time employees shall be five (5) days with fixed days off. In the CFS Section, the regular work week of bid assignments for full-time employees shall be five (5) days with either fixed days off or Sunday and rotating day's offs. In the MVS Craft, the regular work week of bid assignments for full-time employees shall be five (5) days with either fixed days off or Sunday & rotating days off or Saturday & rotating days off, parties will try to have fixed days off if possible.

C. When possible, all full time regular employees shall have Friday and Saturday, or Saturday and

Sunday, or Sunday and Monday as consecutive days off.

SECTION 3 - EMERGENCY CURTAILMENT

A. In the event of an act of nature; i.e., fire, earthquake, flood, threat of bodily harm, which would cause an employee or his immediate family to place themselves in danger of great bodily harm, that employee may be excused from duty. Any employee so excused shall make every attempt to contact the supervisor on duty to report the circumstances in detail prior to their reporting time.

B. The following emergency procedures shall be implemented until a determination is available that safe conditions again prevail:

1. Bomb threat-National Contingency plans shall be followed.
2. Earthquake-If deemed advisable due to hazard of employee, evacuation will be made if agreed to by mutual consent of management and union representative on duty.
3. Smog alert-Work will be suspended if directed to do so by U.S. Postal Service Headquarters.
4. Fire-Any time fire exists; employees shall be informed by PA system giving location and severity of fire. Building will be evacuated if determined necessary.
5. Power failure-Should a power failure create a condition hazardous to the health or well being of the employees, management will confer with the union representative with consideration given to evacuation of the building.

C. Management agrees to inform employees in each section regarding correct emergency procedures at least semi-annually.

D. In absence of instructions from US Postal Service Headquarters, management agrees to conduct a "Fire Drill" in the months of April and October, as the mail volume permits, in all sections on all tours and stations, with a schedule provided to the union for purpose of observance and assistance to management.

SECTIONS 4-12 - LEAVE

A. Coverage-The following annual leave program covers all Clerks, Equipment and Building Maintenance and Vehicle Maintenance Employees of this office. Installation seniority in the craft shall prevail at all times when bidding for vacations.

B. Vacation Bidding-Vacation sign-up shall be from November 1 to December 31. The annual leave year shall be the contract leave year. The month of December shall be excluded from the leave year except as noted in Section 4-12, # H.

C. Order of Sign-up-The order of sign-up shall be on a seniority basis. After notification an employee has 48 hours to sign up on the first round and 24 hours during the second round. Once an employee completes their probation, they shall be given an opportunity to sign up for vacant vacation periods.

D. All Career employees shall sign in the section where they normally work based on their installation standing with all other employees in the section. All other provisions of the vacation program shall apply.

E. Rehab employees will sign up in the sections they normally work based on their seniority standing with all others in the section by craft.

F. For the purpose of vacation scheduling, employees shall sign up on the vacation board as follows:

1. Employees of the Santa Ana Processing and Distribution Center will sign the vacation board applicable to the tour within the section to which they are assigned. A section is defined as follows:

Clerks:

- | | |
|---|--|
| A. Administrative | B. AFSM |
| C. Automation | D. Cal Rack (T-3 Registry) |
| E. City | F. Express Mail/Priority (Tour 3) |
| G. Express/Registry (Tour 1 and 2) | H. Handstamp |
| I. General Expeditor | J. Manual Distribution (incoming/outgoing) |
| K. Nixie | L. P & D C Box -Caller Service |
| M. PEDC | N. Postage Due |
| O. SPBS | P. TAC's |

Maintenance:

- | | |
|---------------------------------|--------------------------|
| Q. Building Equipment Mechanics | R. Custodians |
| S. Electronic Technicians | T. FMO |
| U. Maintenance Mechanics | V. Maintenance Support * |
| W. MPE Mechanics | |

* Maintenance Support Clerks: The choice period is June through August and the week of Thanksgiving, the week prior to Easter, and the week between Christmas and New Year. The 12% annual leave factor will be applied to all three (3) tours for vacation purposes. The remainder of the year will be considered the non-choice period and the Tour One and Three will be combined into one unit. The 12% annual leave factor will then be applied to Tours One and Three as one unit and Tour Two as another unit for vacation selection purposes.

Motor Vehicle:

- | | |
|-----------------------------|----------------------------|
| X. Motor Vehicle Dispatcher | Y. Motor Vehicle Operators |
| Z. Tractor Trailer Operator | |

2. Employees of the Santa Ana Post Office will sign the vacation board applicable to their assigned section. A section is defined as:

a. Station or Branch, where 12% of the total clerk complement is greater than one, window clerks who spend 50% of their time on the window will be a separate section.

b. Station or Branch, where 12% of the total clerk complement is greater than one; all other clerks will be in a separate section.

c. Station or Branch, where 12% of the total clerk complement is one or less.

- | | |
|---------------------------------|----------------------------------|
| d. Accounting | e. Administrative Services |
| f. Bulk Mail (by tour) | g. CFS Unit |
| h. Consumer Affairs | i. Custodians |
| j. Data Collection | k. Mailing Requirement (by tour) |
| l. Procurement | m. Window Relief Clerks |
| n. Window Section (P&DC) | o. North Grand—Window |
| p. North Grand—Distribution | q. North Grand—Box Section |
| r. North Grand—Clerk Messengers | s. North Grand—Supply |
| t. North Grand SSPC | |

3. Employees of the Motor Vehicle Craft will sign the vacation board applicable to the tour within the section in the facility to which they are assigned. A section is defined as:

- | | |
|----------------------------|--------------------------------|
| a. Dispatcher | b. Driver Instructor/Examiner |
| c. Garagemen | d. Lead Mechanic and Mechanics |
| e. Motor Vehicle Operators | f. Tractor/Trailer Operators |

g. Vehicle Operations and Maintenance Clerical

4. New sections may be added during the life of this Agreement by mutual agreement.

G. Any employee who has bid on a new position and is pending qualifications will, for vacation purposes, select their vacation on the tour or section to which they are permanently assigned at the time of bidding. Such employees shall take their vacation choices with them to the new section after qualification.

H. Choice Vacation Period-The choice vacation period shall be for all crafts from April 1 to October 31 and Thanksgiving week and week prior to the week of Easter and the week between Christmas and New Year's.

I. Number of Employees Who Shall Receive Leave-Management shall determine the number of employees to sign up for all leave on tours and facilities effective for the vacation years covered by this Agreement in accordance with the established sections, units, etc., presently in effect. The number of employees who shall receive leave each week shall be twelve percent (12%) in choice vacation period. During the non-choice period, twelve percent (12%), of employees will be allowed off. In applying the twelve percent (12%) requirement any fraction above .5 (rounding rule applies) will mean one (1) additional employee. Any fraction below will be discarded except that at least one (1) employee in the section, unit, etc., shall be granted leave when ten (10) or less employee are permanently assigned.

J. Choice Period Selection - An employee in his first sign-up shall be permitted to select one (1) choice in the choice vacation period, the total time not to exceed the limits in the National Agreement. After all employees have been given an opportunity to select in the choice vacation period a second round of bidding shall be allowed. During the second round of bidding, employees shall be allowed to sign up for the remaining leave the employees will earn during the leave year and may or may not be consecutive.

K. The leave board that is used for sign-ups shall, at the close of sign-ups, be locked in a secure area but shall be available for review by the union. The leave board, or typewritten copies of the original, shall be posted in each section, on each tour, and in each facility at all times after December 31. When a vacation period becomes vacant, the supervisor shall draw a single line through the vacating employees name and date and initial. Successful bidders name for vacated period shall be added next to supervisors initial and initialed and dated by supervisor again.

L. The Beginning Day of an Employee's Vacation:

1. Each employee in all sections, on all tours, and in each facility having five (5) consecutive workdays, shall begin their annual leave on the first day of their basic workweek.
2. With mutual consent of the employer and the employee, the first day of annual leave may be changed.
3. In the CFS Section, all vacations shall start on Monday.
4. Employees with split days off will start after first scheduled day off.

M. Official Duty - Jury duty and attendance at Union conventions shall not be charged to the choice vacation period.

N. Leave Requests After Vacation Bidding - After the sign-up period is completed, requests for any vacant weeks shall be handled as follows:

1. Requests for additional leave for vacant weeks shall be granted on a seniority basis provided such requests are submitted at least two (2) weeks in advance of the beginning of the service week requested, excluding stations and branches, and main office window, where it may be granted subject to business conditions.

O. Employees Without Sufficient Annual Leave - Employees who have used up their annual leave (through the use of emergency leave or the use of annual leave in daily use) may be granted LWOP to cover the vacation period if approved by the installation head.

P. Extended Leave - In addition to the maximums provided in the National Agreement, an employee requesting extended leave shall submit a letter to the Installation Head for that leave prior to the beginning of each leave year.

Q. Emergency Leave - All requests by employees for Emergency Leave shall be granted if approved by the supervisor. Every possible consideration for appropriate leave shall be given in situations of personal emergency.

R. Leave for Religious Holidays - Individual requests for annual leave may be honored in this office for Religious Holidays subject to business conditions.

SECTION 13 - HOLIDAY SCHEDULING

A. The employer will determine the number and category of employees necessary to provide proper coverage by tours for each holiday. Holiday scheduling will be by facility, by section within a tour, and the necessary skills for which the employee(s) qualified.

B. Employees volunteering to work the holiday must sign up on a pre-holiday roster one (1) week prior to posting of holiday schedule.

C. After the required number of holiday work assignments have been determined by management, the following procedure must be followed in holiday scheduling:

1. Volunteers with needed skills on their designated holiday or holiday.
2. Volunteers with needed skills on their non-scheduled day.
3. Casuals
4. Part-time flexibles
5. Full-time employees required to work.

D. Regular Employees:

1. Regulars with needed skills whose schedule includes a holiday shall have first preference of working on, or being excused from working on a holiday, or a day designated as their holiday. Seniority shall prevail.
2. All regulars whose regular work schedule does not include the holiday shall be granted the right to volunteer. Seniority shall prevail, with needed skills.
3. If any full-time or part-time regulars are needed who do not volunteer for working the holiday or designated holiday, reverse seniority will prevail, with the junior full-time or part-time regulars with needed skills required to work first.
4. Exception to D3, employees will be required to work Christmas and New Years on a rotating basis, as in the past, senior employees have first choice of holiday. We agree that it is the intent of this section to minimize occasions where the same employee is required to work both Christmas and New Years Day during the same holiday season.

E. The holiday schedule for station relief shall be posted at the main office and at all stations and branches.

SECTION 14 – OVERTIME DESIRED LIST

A. With supervisor's permission, all employees on overtime may be allowed use of the post office telephone to notify families they will be working late.

B. The union and the employer are agreed that station relief personnel shall be included in any assignment of overtime in the section in which their distribution skills are used.

C. Overtime desired lists will be by facility, by section within a tour, and the necessary skills for which the employee(s) qualified.

D. Three (3) overtime desired lists will be utilized and administered:

1. One (1) for overtime on a non-scheduled workday.
2. One (1) for pre-tour overtime on regular scheduled workdays.
3. One (1) for post-tour overtime on regular scheduled workdays.

E. It is agreed that employees desiring overtime work may submit their name for pre/post tour overtime and/or non-scheduled day overtime at the employee's option. If there are not sufficient employees from a list to fulfill an overtime requirement, then employees with the necessary skills within the section will be utilized on a mandatory basis starting with the junior employee.

F. Regular Work Day Overtime - A one (1) hour notice, notwithstanding extenuating circumstances, will be given on mandatory overtime calls.

G. Non-scheduled Day Overtime - When the number of employees on the OTDL in the section is greater than the needs of the opportunity in the section, the employees on the OTDL will be utilized beginning with the senior employee on a rotating basis.

H. It is agreed that employees will be allowed to decline an overtime opportunity three (3) times per quarter.

I. If additional employees with the necessary skills for which they are qualified are needed within a Section at the Plant (or any facility having sections) that has exhausted its overtime desired list, overtime desired lists of other Sections in the Plant, of qualified employees, will be utilized prior to mandatory overtime calls for employees not on the overtime desired list.

J. Part-Time Flexible clerks converted during a calendar quarter will be afforded an opportunity to sign the overtime-desired list within two (2) weeks of conversion and assignment.

K. Full time employee on Limited or Light duty may sign up for overtime work. A full time limited or light duty employee should be scheduled for overtime is dependent upon whether or not the employee's medical limitations would allow the employee to perform the needed duties.

L. Employees returning from military duty will be afforded an opportunity to sign the overtime- desired list within two (2) weeks of returning to work.

M. Maintenance employees shall sign up by occupational group and level within the section and tour showing special qualifications where necessary.

N. Employees on schedule changes will not be allowed to work overtime.

1. If the change is for day(s) off, the employee will not be allowed to work overtime on the day(s) they requested off.
2. If the change is to come in early, the employee will not be allowed to work overtime post-tour overtime.

3. If the change is to come in late, the employee will not be allowed to work overtime pre- tour overtime.

SECTIONS 15-17 - LIGHT DUTY

A. Upon presentation of a completed certification from a licensed physician or by a written statement from a licensed chiropractor and a written, signed request for light duty from the employee to the installation head, the supervisor shall determine if work within the employee's work area is available. If such work is available, the assignment will be made and the request, doctor's certification and report forwarded for filing. A record of limitations shall be maintained by each MDO and Station Manager.

B. In the administration of light duty, the following provisions shall apply:

1. No light duty assignments will be established on a "make work" basis.
2. Employees requesting light duty assignments must be qualified to perform the duties of the assignment.
3. Every effort will be made to give an employee eight (8) hours work where possible.
4. Example of, but not limited to, the following possible light duty assignments are:
 - a. Mail sorting.
 - b. Normal duties for which the ill or injured employee may be able to perform
5. When a problem arises in light duty assignments in crafts represented by the union, consultation will be held between the union and management.

C. Certification - Complete certification must include:

1. Nature of illness or injury.
2. Restrictions on lifting-estimated weight.
3. Restrictions on standing-estimated length of time.
4. Restriction on hours-specific limitation.
5. Anticipated length of time light duty will be required for temporary light duty.
6. Date of last visit to licensed physician or licensed chiropractor
7. Signature of licensed physician or licensed chiropractor.

D. In some cases it is possible for the supervisor to make an immediate assignment to light duty assignments. Employees should make advance arrangements to request an immediate assignment. However, in no case will management delay approval or disapproval of light duty requests beyond seventy-two (72) hours from time of proper submission for such a request.

E. The number of light duty assignments has not been established. It is understood that once a person has received a temporary light duty assignment that the assignment will remain in effect for the length of recovery time, or until the light duty work is no longer available or until additional certifications received designating a new recovery time.

F. The union and the employer agree that any employee in a light duty status shall be secure in his bidding and seniority rights, subject to the terms of the National Agreement.

G. The union and the employer agree that, in situations where a light workload allows for casual and part-time employees to be sent home without eight (8) hours work, the career employee in light duty status performing the same duties is considered to have preference over, casuals and public employment policy

employees.

SECTION 18 - SECTIONS FOR REASSIGNMENT

A. Each separate building facility of the Santa Ana P&DC and Santa Ana Post Office with the exception of the VMF which shall be considered one (1) facility, shall be considered the sections to be used for reassignments within this installation of employees excess to the needs of a section except in the case of the Main Office where the section shall be the same as for annual leave.

B. Sections for reassignment shall be the same as sections for vacations.

C. Any positions so declared excess within that section and/or tour must be furnished to the union in writing no later than fourteen (14) days prior to the decision to excess.

SECTION 19 - PARKING

A. As many parking spaces as possible will be provided for all employees, based upon space available at each facility.

B. Management will provide as much lighting and city police patrol as possible to provide security for employees and postal employee property.

C. Management will post conspicuous signs indicating that premises are patrolled regularly, and that violators will be prosecuted.

D. Management will designate a motorcycle parking area at the Santa Ana P & D C.

E. Management will provide a bicycle parking area.

F. Employee parking areas shall be secured with gates, operable with employee's access badges or keypad entry where possible.

SECTION 20 - UNION LEAVE

A. Annual leave to attend union activities requested prior to determination of the choice vacation schedule will not be considered part of the choice vacation period for annual leave.

SECTIONS 21-22 - CRAFT ITEMS, SENIORITY, REASSIGNMENT, AND POSTING

A. All vacant or newly established assignments shall be posted for bid no later than 10 AM every other Friday, and will remain posted until noon on the Monday preceding the next Friday that the bids are posted.

B. In instances where several assignments are posted, an employee may bid for as many assignments as are posted, stating his preference in the following manner: First choice, second choice, third choice, fourth choice, etc.

C. Employees on leave shall be notified of any vacancies, if they provide a self-addressed penalty envelope to the personnel section for use in sending notification.

D. The senior qualified bidder meeting the qualification standards established for a specific position shall be designated the successful bidder within ten (10) days after the closing date for the posting, except for those positions requiring a review of qualifications.

E. The successful bidder for a vacant or newly established assignment shall be placed in the new assignment within twenty-one (21) days of the closing of bids, unless on leave. For bids awarded during the month of December, they shall be placed in the new assignment no later than the second weekend in January.

F. No position will be reposted if the change in starting time is changed one hour or less. All other changes will be submitted to the union and if mutual agreement can be reached between the Union, Management and Employee, the job will not be reposted. If there is no agreement, then the job will be reposted.

G. The union and the employer agree that notice of assignment of unassigned full-time employees shall be posted as if awarded and the union shall be furnished a copy at the time of posting.

H. As a courtesy, upon request, a successful bidder will be given a copy of the invitation for the position he has been awarded.

I. It is mutually agreed that the employer shall notify the union if a bid is being rejected because the senior bidder has already been a maximum contract successful bidder limitation.

J. The seniority roster for each craft will be updated and posted on a quarterly basis with the generation date annotated. This will be done during the months of January, April, July and October.

K. The President of this Local shall be given an Accounting Period report by the Postmaster or his designee, listing all personnel actions taken within the previous accounting period.

L. 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.

M. When it becomes necessary to move full-time regular (and part-time regular) employees from their bid assignment on a temporary basis, where the supervisor has a choice, whenever practicable, junior employees and training shall be borne in mind for such assignment, giving priority consideration to senior employees to remain on their bid assignment.

N. The union requests, that a meeting be held, before August 31, to discuss whether we will be bidding or not. When requested by the union, all full time regular motor vehicle operators and tractor-trailer operators craft assignments shall be posted for bid, once each calendar year in October. All routes and schedules changes will be completed and put in the bid book, before the annual bidding begins.

O. Part-time Flexibles will be able to submit a preference to the Installation Head within fourteen (days) from the date an assignment become residual, no successful bidders. The procedures of Article 37 Section 5 shall be followed.

Miscellaneous

LABOR-MANAGEMENT COMMITTEE MEETINGS

A. Labor-Management meetings in the Santa Ana P&DC and Santa Ana Post Office between Management and APWU (representing Maintenance, Motor Vehicle and Clerk Crafts) shall be held bi-monthly (odd numbered months) during the second full week of the calendar month. Other meetings may be held as mutually agreed upon, but no more than once each month additionally.

B. One representative on a no gain, no loss basis, and one representative on his own time will represent the APWU. One representative from each Craft may be present on a no gain, no loss basis during the time specific items of his craft are under discussion.

C. The APWU shall be allowed two (2) observers on their own time at the Labor-Management meetings.

D. The Local Union President shall receive at least one (1) week prior notice for all regular Labor-Management meetings.

E. The Local Union President shall receive two (2) copies of the approved minutes. Copies of such meetings shall be posted on the appropriate bulletin boards at all stations. Minutes will be provided within seven (7) working days.

F. It is agreed that agenda items for discussion at the Labor-Management meetings shall be exchanged by the Local Union President (or their designee) and the Installation Head (or their designee) at least forty-eight (48) hours before the scheduled meeting. Items not placed on such agenda shall be discussed only by mutual consent of both parties.

G. As soon as the instructions, policies and procedures relating to Christmas operations are received by management from higher levels, management will, as soon as possible, schedule a joint conference with representatives of this Local to discuss the policies, instructions and procedures, and to develop plans for the implementation of such instructions at this office. Such meetings shall be on a no gain, no loss basis.

SAFETY AND HEALTH

A. An employee calling in sick may be asked the nature of their illness and shall not be required to diagnose the illness.

B. Emergency Telephone Numbers-Health services available to employees for the treatment of job-related injuries or illnesses will be determined by management, and a list will be posted in each section. Emergency telephone numbers, such as police, ambulance, and fire department shall be posted in each station.

DISCIPLINE PROCEDURE

A. An employee shall, upon request, have the right to inspect his Local Employee File during business hours subject to business conditions. The Local President, or designee, shall also have the right, subject to the above conditions, to inspect an employee's Local Employee File if accompanied by the employee making the request or by written authorization of the employee. The request will be granted within seven (7) business days.

B. A copy of probationary employee's work evaluation will be given to them within forty-eight (48) hours of when the evaluation is discussed.

REPRESENTATION

A. Officially designated Shop Stewards of this union may be allowed to wear identification badges during the working hours except during the time of public exposure.

B. When information requested to investigate a grievance is available, management will provide necessary records during work hours other than 8:00 A.M. to 5:00 P.M. to the MDO who will be custodian of the records.

C. Subject to sound business judgment and practices, and with supervisor's permission, designated union representatives will be allowed use of post office telephones for legitimate business related to administration of the National Agreement.

D. In the event a visit to the station or branch is necessary, the Union Representative prior to the visit should contact the Station Manager or their assistant.

E. In the event an emergency is called by the employer, an explanation shall be furnished the Union.

F. When management receives correspondence pertaining to post office matters from an employee, it will be management's responsibility to acknowledge said correspondence within a two (2) week period.

BULLETIN BOARDS

A. Management shall provide one (1) bulletin board for the use of this Local at each station, unit, and Main Office in the swing room as follows:

- | | |
|--------------------------|------------------------------|
| 1. Bristol Station | 2. Central Forwarding System |
| 3. Carrier-Annex | 4. Diamond Station |
| 5. Each VMF Facility | 6. Fountain Valley Branch |
| 7. Industrial Station | 8. King Station |
| 9. Main Office Lunchroom | 10. Plant Dock Office |
| 11. Plant Lunchroom (2) | 12. Plant Workroom Floor |
| 13. South Main Station | 14. Spurgeon Station |

HIGHER LEVEL ASSIGNMENTS

A. Work areas for higher-level assignments within the Craft are defined as the same units as shown in the annual leave policy.

EMPLOYEE CLAIMS

A. Window clerks shall be given time off the window to check and put away all accountable stock.

PS FORMS 3971 and 3189

A. PS Form 3971 request for leave and PS Form 3189 request for schedule change will be returned approved or disapproved within three (3) business days. Denied requests may be resubmitted at a latter date for reconsideration.

This Memorandum of Understanding in entered on May 31, 2007 at Santa Ana, California, 9271 1192799 between the representatives of the United States Postal Service and the designated agent of the American Postal Workers Union, AFL-CIO, Southwest Coastal Area Local, Santa Ana Installation pursuant to the Local Implementation Provision of the 2006-2010 National Agreement.

For the US Postal Service
Daryl West, Senior Plant Manager
Santa Ana California, 92799-9998

For the US Postal Service
Joe Zapata, Postmaster
Santa Ana, California, 92711-9998

For the American Postal Workers Union
Bobby Donelson, President
Southwest Coastal Area Local