

**2006-2010  
Local Memorandum of Understanding  
United States Postal Service - La Mirada, California 90638  
and  
American Postal Workers Union, AFL-CIO—Southwest Coastal Area Local**

**National Agreement  
Article 30  
Recognition**

**PARTIES TO THE AGREEMENT**

**A.** These basic Memoranda of Understanding entered into to supplement the nationally negotiated Agreements represents and constitutes an Agreement between the La Mirada, California Post Office and the following Organization: American Postal Workers Union, Southwest Coastal Area Local.

**B.** The Memoranda of Understanding covers all craft or occupational group employees of this post office in units established at the local level for which the Union has been recognized as the exclusive bargaining representative.

**C.** The Memoranda of Understanding has no force and effect with respect to employees in craft units not represented by the Union party to this Agreement.

**SECTION 1 - WASH UP TIME**

The immediate supervisor shall grant reasonable wash-up time for employees who perform dirty work or work with toxic materials. This time shall be a minimum of two (2) minutes before lunch and at the end of each tour.

**SECTION 2 - WORK WEEK**

The established work week for regular employees in the bargaining unit shall be five (5) days with fixed days off.

**SECTION 3 - CURTAILMENT OF OPERATIONS**

Curtailement or termination of postal operations to conform to orders of local authorities designated to control general public in emergency situations or a local conditions warrant because of emergency conditions will be conducted to the best safety interest of the employees.

**SECTIONS 4-12 - ANNUAL LEAVE**

**A.** Leave applied for during the annual vacation sign-up period shall be granted on a seniority basis, except for the provision in Section "G".

**B.** There shall be no split selections during the first round of choice period sign-up, except when there is no chance for three weeks in a row.

**C.** Cancellations should be made at least ten (10) days before scheduled vacation for full weeks with consideration to all other sections of this contract. Employee(s) who are separated or no longer employed at the facility shall have their remaining leave week(s) made available. Available time shall be posted within twenty-four (24) hours by the time clock for five (5) days and a copy sent to the off site DMU. Leave approval shall be by seniority and notification to employee will be within twenty-four (24) hours from the 5th day of posting. If the full week is not bid, then the days will be open for incidental leave (day or days). Selections will be based on seniority on the day requested with a cutoff time of 2:00 pm.

**D.** Sign-up for annual leave shall begin on the first work day in November

1. The first round of sign-up shall be for choice period.
2. The second round of sign-up will be for the remaining leave employees will take during the leave year. The entire leave year shall be open for bid during the second round.

**E.** During the sign-up period, requests for extended annual leave not to exceed the amount of leave earned in one year will be approved or disapproved not later than two (2) weeks after the request is received or the employee's sign-up time, whichever is later.

**F.** The leave chart shall cover the USPS leave year, excluding the second and third week of December.

**G.** Any one who wishes to pass his turn for vacation selection may do so and can later slot in his selection for any remaining available periods. Those assigned for sign-up on a given day shall be given priority over those who have passed.

**H.** Employees will be allowed only two cancellation opportunities during the year, except in cases of extreme emergencies.

**I.** The choice period shall be from the first Monday in March through the last Monday in September, and the week of Christmas.

**J.** The vacation period shall begin on Monday.

**K.** Employees required to absent themselves for the purpose of serving on jury duty or to attend national or state conventions will have such time charged to the choice vacation period. No employee will be required to forfeit a previously scheduled choice vacation period. Leave granted as above shall not be considered as the delegate's choice annual leave bid.

**L.** The vacation chart shall be posted by the first work day in November and employees shall sign-up by seniority. Off-site bulk mail technicians shall receive written notification of their sign up days. The minimum number of employees who shall be granted leave shall be as follows:

1. During the choice period twelve (12%) by craft and eight percent (8%) during the remaining of the leave year. The vacation chart will be posted on the work floor where the employees can see the chart. All fractions will round to the next whole number.

**M.** Employees shall be notified in writing of the vacation schedule that has been approved for them. The notice shall be in the form of a PS 3971 filled out by the employee and signed by a supervisor who has filled in the approved dates. The employee shall initial selection (s) on the annual leave chart.

**N.** If an employee is absent due to illness or annual leave during the date that he is to choose his vacation, the shop steward shall be requested to phone the employee and the employee's selection shall be honored as if he were present. If the shop steward is absent, the supervisor may make the call. If the employee cannot be reached, they will be passed over.

**O.** Requested leave outside the annual sign-up period for open weeks and applications for incidental leave submitted ten (10) days in advance of the leave week, but no later than the previous Monday, will be approved in accordance with the provisions of Section 4-12 L.1. Full week submissions will take precedence over incidental leave. All selections will be considered by priority of submission on the day requested with a cutoff time of 2:00pm; seniority will be the tiebreaker. Applications for incidental leave submitted prior to the Monday before the open week, may be held in a pending status to allow for full week submissions. Applications for incidental leave outside of this time frame will be approved or disapproved, and the employee notified within twenty-four (24) hours of the proper submission of PS 3971. At the employee's option, a disapproved leave request may be held in a pending status to establish priority of request in the event changing conditions would permit approval.

P. Off-site bulk mail technicians may either phone or fax their annual leave requests on their date(s) of sign-up. The shop steward may annotate the leave board for them.

### **SECTION 13 -HOLIDAYS**

A. The method of selecting/scheduling qualified employees to work on a holiday will occur in the following order:

1. Casual employees, even if overtime is necessary.
2. Part-time flexibles, even if overtime is necessary.
3. Full-time and part-time regulars who have volunteered to work on the holiday, selected by seniority on a rotating basis.
4. Full-time and part-time regulars who have not volunteered to work on a holiday, selected by reverse seniority on a rotating basis from those employees whose regular schedule includes the holiday.

Qualified employees are those who have the skills needed.

### **SECTION 14 - OVERTIME**

A. Overtime Desired List will be posted by the following sections:

1. Maintenance.
2. Window Clerks.
3. Distribution Clerks.
4. Bulk Mail Clerks.

B. Management will make an honest effort to distribute overtime as evenly as possible among people on the Overtime Desired List. Management will ensure overtime is offered to OTDL in their principle duty assignment area (section) first, before scheduling or calling in non-principle duty OTDL employees. When during the quarter the need for overtime arises, employees with the necessary skills having listed their names will be selected in order of their seniority on a rotating basis.

C. Supervisors shall give at least one (1) hour notice of overtime, except in unexpected emergency.

### **SECTION 19 - PARKING**

A. Employees may park in any unassigned parking space available.

B. The six (6) parking spaces located at the northwest side of the parking lot will be reserved for employees reporting for work in the early A.M. hours.

C. The use of parking spaces by employees is contingent upon the needs of the US Postal Service.

D. The APWU Chief Steward will have a parking space provided.

### **SECTION 20 - UNION ACTIVITY**

When an officer or member of the organization requests leave to attend Union activities prior to the determination of the choice vacation schedule, it shall be charged to the choice vacation plan.

### **SECTIONS 21-22 - SENIORITY, POSTING AND REASSIGNMENT**

A. A seniority list will be posted not less frequently than the tenth day of each calendar quarter.

**B.** A change in starting time exceeding one (1) hour from the original bid will require that assignment to be posted. If the incumbent has held the position for one (1) year or more and rebids the position with the new starting time he/she will keep the position.

**C.** Except in emergency and during December, the successful bidder must be placed in the new assignment within fourteen (14) days after the closing date of posting.

**D.** Notices of posting will remain posted for ten (10) days.

**E.** A position shall be reposted for bid in the prescribed manner when:

1. A full-time distribution clerk is changed to full-time window clerk, or when a full-time window clerk is changed to a full time distribution clerk.
2. A relief window clerk is changed to a full-time window clerk.
3. An entire scheme is added or taken away from a bid position.

This Memorandum of Understanding is entered on **May 21, 2007** at La Mirada, California, 90638, 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 - La Mirada Installation pursuant to the Local Implementation Provision of the **2006-2010** National Agreement.

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For the US Postal Service  
Louis Loquet, Postmaster/OIC  
La Mirada, California

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