



MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POSTAL SERVICE

PROVIDENCE, RI

AND

NATIONAL POSTAL MAIL HANDLERS UNION
LOCAL 301 – BRANCH 18
PROVIDENCE, RI

2011 NATIONAL AGREEMENT

Robert Broxton, Local President
Patrick O'Rourke, Branch President
Patrick O'Rourke, State Executive Board Member

ARTICLE XXX
LOCAL IMPLEMENTATION –
NATIONAL AGREEMENT

This agreement (referred to as the Local Implementation – Article XXX, National Agreement 2011-2016) is entered into at Providence, Rhode Island 02904, between the representatives of the United States Postal Service and the designated agent of the National Postal Mail Handlers Union, A Division of the Laborers' International Union of North America, AFL-CIO, together with Articles of Local Memoranda of Understanding presently in effect and the 2011-2016 National Agreement constitute the entire agreement on matters relating to local conditions of employment.

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Item A. ADDITIONAL OR LONGER WASH-UP PERIODS

Item A. Section 1. Employees shall be granted reasonable wash-up time before lunch and at the end of their tour.

Item A. Section 2. Employees performing particularly dirty work, or working with toxic or hazardous materials or canceling ink, require additional wash-up time. The amount of time shall be reasonable and determined by the employer.

Item B. GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS

Item B. Section 1. The determination to curtail or terminate postal operations will be made by the installation head, or his designee, based on existing local conditions.

Item B. Section 2. Reasonable consideration shall be given to, but not limited to, such conditions as:

- a. The safety and health of employees
- b. Civic disorders.
- c. Acts of God.
- d. Hazardous weather.
- e. Advice of local government authorities.

Item B. Section 3. Management will notify the Union Branch President by telephone at the earliest possible time of curtailment or termination of postal operations or of temporary changes in parking privileges.

Item B. Section 4. Management will notify employees through the toll free number found on the back of all Postal badges (1-(888)-363-7462) at the earliest sign of curtailment or termination of Postal operations. In addition this number will also be used when the need arises for a temporary change in parking privileges (snow removal, construction, etc.).

Item B. Section 5. Whenever a suspected explosive device has been discovered or a threat made against the installation, proper authorities will be notified immediately and established procedures will be followed.

Item C. FORMULATION OF LOCAL LEAVE PROGRAM

Item C. Section 1. Management will provide sufficient vacation choices to ensure all employees an opportunity to select the maximum time allowable during the choice vacation period.

Item C. Section 2. Management and the union will meet during the second week of February to determine the number of available selections during the choice vacation period on each tour, and the number of available selections on each tour during other than the choice vacation period.

Item C. Section 3. The following are sections for Vacation and Annual Leave purposes:

1. Flats – Including – Manual Flats, 3/C Cut Open Flats, Periodical Flat Cut Open, Flats Dispatching and the AFSM, 100 Operations
2. FSS Operations
3. APPS Operations
4. Platform Operations – Including – Fork Lift Bid Operators, High Slide, Medium Slide, Low Slide, Door Operations, MVS Runner, Spider, Mtec, Loosepack, Air Mail Sortation, 2/C OUTS, Crew, 029 City/Pawtucket Coder and MTE
5. Mailing and Delivery – Including – Mobile Unit Bid Operators, Utility Bid, Cullers, First Class Cut Open, Metered Mail and 2/C Cut Open.
6. Automation – Including – LCTS One, LCTS Two, Manual Letters, AFCS, Elevators and Stations.
7. City Stations and Branches – Each Station or Branch are separate units.

Item C. Section 4. Part time flexible (PTF) employees will make choice vacation period selections from the Mailing and Delivery section.

Item C. Section 5. Employees on leave during the initial or subsequent sign-up periods for seven (7) calendar days or more shall be bypassed. These by-passed employees may request any available selections within their section upon their return to duty. Mail handlers detailed to higher level supervisory positions for a period of four or more months or so detailed during the entire vacation selection process shall select their vacation last after each round of selection process.

Item C. Section 6. When a mail handler cancels a choice vacation period selection fourteen days or more in advance, management shall offer the canceled selection to the employees within that section for a fourteen-day period. The selection shall be offered by seniority beginning with the next senior mail handler that did not have the opportunity to initially request that selection.

Item D. THE DURATION OF THE CHOICE VACATION PERIOD

Item D. Section 1. The choice vacation period shall commence on the Saturday preceding Memorial Day and continue through the second Friday in September. The choice vacation period shall also include: the seven calendar day period beginning December twenty-six through January first, the service week including Thanksgiving Day and the workday Easter Sunday.

Item E. THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD

Item E. Section 1. Employees shall begin their vacation on the first non-scheduled day of their workweek. In no case shall the maximum percentage be exceeded in any of the choice vacation period selections without the prior approval of the Manager Distribution Operations or designee for that tour. Choice vacation selections shall be entered into the vacation selection book indicating the employee's vacation selection request and also indicating their scheduled work days.

Item F. WHETHER THE EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS

Item F. Section 1. Employees shall choose their vacation week picks using their seniority, selecting Within their section by their tour of duty.

Item F. Section 2. Employees may request two (2) selections during the choice vacation period In units of either five (5) or ten (10) working days, the total not to exceed the ten or fifteen days granted.

Item F. Section 3. Employees may make a vacation selection as follows:

A. Employees who earn 13 days annual leave per year shall be granted up to ten (10) days of continuous annual leave during the choice vacation period. The number of days of annual leave, not to exceed ten (10) shall be at the option of the employee.

B. Employees who earn 20 or 26 days annual leave per year shall be granted up to fifteen (15) days of continuous annual leave during the choice vacation period. The number of days of annual leave, not to exceed fifteen (15) shall be at the option of the employee.

Item F. Section 4. Employees may not request three (3) non-consecutive five (5) day selections during the Initial sign-up period.

Item F. Section 5. Employees changing bid assignments either voluntarily or Involuntarily may retain their selection(s), or may change to any available selections Within their new bid section. Employees changing bid assignments as the result of a mutual agreement between the union's Branch President, or designee, and the Manager Distribution Operations, or designee may not make subsequent "choice" time vacation selections until all other employees in the gaining section have made their initial "choice" time vacation selections.

Item F. Section 6. The union will conduct the vacation selection process. The initial selection process will be completed by the second week in March. A subsequent sign-up period will commence after the second week in March for employees eligible for additional selections(s) and will be completed by April 17th.

Item F. Section 7. Employees who request a selection will be required to take leave for the entire period selected, provided they have annual leave available. If the employee does not have adequate annual leave for the entire period, the vacation selection is considered canceled.

Item G. WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD

Item G. Section 1. Jury duty and attendance at National Conventions or Regional Conventions will not be charged to the choice vacation period. When these duties occur during the choice vacation period, employees will be eligible for alternate selections, provided they may not bump other employees from their choices.

Item G. Section 2. Attendance by union officers and stewards at national and regional conventions, or to other union business, may be charged to leave without pay or annual leave at the employee's option.

Item H. DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.

Item H. Section 1. The maximum number of employee's who shall have the opportunity to select annual leave each week during the choice vacation period, by tour, shall equal sixteen (16%) of the total number of employees in each section. These percentages are guaranteed for the duration of this local agreement. This provision does not apply to leave requests of less than one (1) hour at any time. When figuring percentages for vacation selection slots all percentages .5 or greater shall be rounded up to the next whole number and all percentages lower than .5 will be rounded down to the previous whole number.

Item H. Section 2. Sections with more than two (2) employees will be allocated a minimum of two (2) selections each week of the choice vacation periods. Sections with two (2) or less employees will be allocated a minimum of one selection each week of the choice vacation period. The Mobile Unit Operator section on each tour will be allocated one (1) additional selection during the first week in July.

Item H. Section 3. No requests for incidental leave during the choice vacation time will be considered until after the selection process is completed. Upon completion of the employee vacation selection process and prior to the beginning of the next vacation leave year management and the union shall review the results for accuracy. Effective the first Tuesday after April 17th employees may submit incidental leave requests for the next vacation leave year.

Item I. THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR EACH EMPLOYEE.

Item I. Section 1. The names of employees scheduled will be posted on the official tour bulletin boards and copies given to the union.

Item J. DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE NEW LEAVE YEAR.

Item J. Section 1. The beginning date of the new leave year will be posted on the official tour bulletin boards and copies given to the union.

Item K. THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN CHOICE VACATION PERIOD.

Item K. Section 1. The non-choice periods of time for the purposes of incidental selection of annual leave shall begin at the beginning of the fourth full service week of April and will continue through the third full service week in April of the following year excluding the period of time between the last Saturday in November through the calendar day December twenty-fifth and the Choice vacation selection periods identified in Item D. Section 1.

Item K. Section 2. The Vacation Leave Year shall start at the beginning of the fourth full service week of April and will continue through the third full service week in April of the following year excluding the period of time between the last Saturday in November through the calendar day December twenty-fifth. At the end of the vacation selection process, with the exception of those selections made in accordance with Item C Section 7, all leave requests will be considered to be incidental leave requests made outside of the employee vacation selection process.

Item K. Section 3. The employer shall *not* consider the employee's place on the overtime-desired list when considering leave requests.

Item K. Section 4. Employees will have the opportunity to select annual leave for periods of a week or more during periods other than the choice vacation period when they make their vacation selection or at a later date so long as openings are available.

Item K. Section 5. Should the agreed vacation percentages be reached during any vacation week choice or non-choice, that fact alone will not render additional leave requests invalid. Additional requests will be considered on an individual basis and granted consistent with the Local Memorandum of Understanding and service needs.

Item K. Section 6. Incidental leave granted (except for periods of less than one (1) hour) that causes the agreed percentages to be reached (16% choice, 10% non-choice) shall block off the week for the purpose of a full week vacation selection; however, the remaining days during that week will be available. Incidental leave granted of less than one (1) hour shall not block off the week for the purpose of a full week vacation selection. However, leave requests of less than one hour shall not fall under the guarantee provisions and procedures set forth in Item K, Section B.

Item K. Section 7. Management shall grant incidental leave on a day to day basis during the current leave year excluding the period of time between the last Saturday in November through the calendar day December twenty-fifth. Incidental leave shall be approved up to the agreed upon percentages 16% choice and 10% non-choice periods not to exceed 50% of a section. The percentage of employees allowed off shall be by tour based upon the daily complement.

Management reserves the right to adjust the incidental leave percentage figure should an unforeseen heavy workload develop. To be guaranteed these percentages employee requests for annual leave must be submitted no less than six calendar days of the requested leave date.

Procedures for submission of leave requests shall be as follows:

Item K. Section 8.A. Requests for annual leave on the same day must be submitted on PS form 3971 at least one hour in advance and the supervisor shall notify the employee of the approval or denial, giving the reason, prior to the employee's requested time to leave. Failure by the responsible supervisor/manager to advise the employee of approval or denial of their request for leave prior to the requested time to leave will be construed as approval of the requested leave.

Annual Leave Requests other than the same day up to and including three calendar days in advance.

Item K. Section 8.B. Employee requests for annual leave submitted for annual leave falling within the next three calendar days will be answered within one workday. Failure by the responsible supervisor/manager to advise the employee of approval or denial of their request for leave within the next work day will be construed as approval of the requested leave.

Annual leave Requests for more than three calendar days In advance up to the end of the Vacation Leave Year.

Item K. Section 8.C. Employees may submit PS form 3971 in advance up to the end of the vacation leave year for annual leave of a fraction of a day or more which was not selected during the choice vacation selection process. The responsible supervisor/manager shall advise the employee of approval or denial, giving the reason, of their leave request within the employee's next three calendar days. Failure by the responsible supervisor/manager to advise the employee of the approval or denial of their request within the next three calendar days Will be construed as approval of the requested leave.

In the event that the employee is absent or on leave during the response period of three calendar days the employee shall inquire as to whether the application for annual leave is approved. The duplicate copy of the 3971 shall be placed in the employee's Employee Letterbox and the union shall be so notified.

Item K. Section 9. Multiple requests for the current workday or for a fraction of that day shall be approved or disapproved In order submitted by date and time. In the event that multiple leave requests are submitted at the same time seniority will be the tiebreaker.

Item K. Section 10. An employee with an annual leave balance in excess of the defined maximum carry over amount as of October fifteenth shall submit a PS form 3971 and request the excess annual leave within ten calendar days. If by October Twenty-fifth the employee fails to submit a request to schedule the excess annual leave management shall schedule the amount of leave In excess of the maximum carry over amount.

Item K. Section 11. When the responsible supervisor/manager is considering multiple employee requests for leave, employee requests for annual leave shall take preference over leave requests for LWOP for periods of absence for the same time period.

Item K. Section 12. Advance annual leave requests, other than same day requests, must be submitted during the following hours:

Tour 1 00:01 - 08:00

Tour 2 08:01 - 16:00

Tour 3 16:01 - 24:00

Such requests may be submitted on either a scheduled or non-scheduled day. The "Time of Call or Request" block must be completed, and the PS form 3971 must be personally submitted to a supervisor. Failure to comply with any of these requirements will result in disapproval of the PS Form 3971.

Item K. Section 13. These provisions shall not apply to leave requests of less than five days that would potentially impact holiday scheduling. Such leave requests shall not be considered nor honored under these provisions for dates that are determined to be a holiday or days designated as a holiday.

Item K. Section 14. Employees who are absent from duty due to Family Medical Leave Act FMLA will be recorded in the leave book for the entire period of absence. FMLA will not block any choice vacation selection of a full week and as provided for in item C. Section 7, but can block Incidental leave requests If the agreed percentages have been reached.

Item L. WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR.

Item L Section 1. Overtime desired" lists shall be by tour with the exception of employees in customer service locations. Employees within customer service units shall have a separate overtime desired list for each unit and they shall volunteer for only the unit where assigned.

Item L Section 2. Pursuant to Article 8 of the National Agreement, management or its designee, shall make calls for overtime. In the event that the employee is not available and the caller connects to an answering machine or similar electronic device or service, at management's discretion the employee may be by-passed. However, If the employee contacts the overtime caller prior to the completion of the call for overtime the employee shall not be bypassed. Employees shall only list one official telephone number to call. Beepers or other similar devices and "out of range" cellular phones shall be automatically bypassed.

Item L Section 3. Employees who have scheduled leave eight hours or more immediately preceding and/or following non-scheduled days will not be required to work overtime on their off days. However, employees on the Overtime Desired list, If they so desire, may advise their supervisor in advance in writing of their availability to work non-scheduled day overtime that is in conjunction with approved scheduled leave. The employee shall also forward a copy of the notice to the union. Employees that are absent on an unscheduled absence, shall be bypassed for overtime opportunities for pre-tour, after tour and for overtime on their non-scheduled days off for unscheduled absences in conjunction with their non-scheduled days off. Such employees shall be considered to be not available and shall be bypassed for the overtime opportunity.

Item M. THE NUMBER OF LIGHT DUTY ASSIGNMENTS TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT.

Item M. Section 1. Light duty is a modified assignment to accommodate an employee who has certified medical limitations resulting from an off the job illness or injury. Employee requests for light duty must be made in writing and addressed to the responsible management official for their work location. To be considered written requests for light duty must be accompanied by written medical limitations as certified by the qualified and treating physician. Management shall be guided by the certified medical limitations when accommodating employees' request for light duty.

Item M. Section 2. Limited duty is that duty provided any employee who has certified medical limitations, identified by a qualified and treating physician resulting from an on-the-job injury or illness.

Item M. Section 3. Light and limited duty may be provided when certified medical limitations allow an employee to return to work performing less than their normal work requirements. The nature of such assignments shall be consistent with the employee's limitations.

Item M. Section 4. Temporary light duty work will be for clearly specified periods of time consistent with the nature of the employee's fitness or injury.

Item M. Section 5. Requests for permanent light duty or temporary light duty will be governed by Article 13, of the National Agreement.

Item N. THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED.

Item N. Section 1. Mail handler craft employees shall be given priority in light duty assignments over other postal employees for assignments involving mail handler craft work.

Item N. Section 2. Employees on light duty assignments shall not bump, displace, or be assigned in place of or to the detriment of any full or part-time regular Employee holding a preferred duty assignment.

Item N. Section 3. An Employee given a light duty assignment will have their limitations made known to the immediate Supervisor.

Item N. Section 4. The tour of duty and days off for employees on light duty assignments shall be the same as the employees had in their regular assignments whenever possible.

Item O. THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY.

Item O. Section 1. Light duty assignments shall be consistent with the medical certification provided by the employee's healthcare provider.

Item P. THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN THE INSTALLATION, EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.

Item P. Section 1. Reassignment- Where excess employees can be reassigned on their tour will be by inverse seniority from the section. Reassignment due to the excess need of a tour will be by inverse seniority from the tour.

Item P. Section 2. The following are sections for reassignment and bid purposes:

1. Flats – Including – Manual Flats, 3/C Cut Open Flats, Periodical Flat Cut Open, Flats Dispatching and the AFSM 100 Operations
2. FSS Operations
3. APPS Operations
4. Platform Operations – Including – Fork Lift Bid Operators, High Slide, Medium Slide, Low Slide, Door Operations, MVS Runner, Spider, Mtec, Loosepack, Air Mail Sortation, 2/C OUTS, Crew, 029 City/Pawtucket Coder and MTE
5. Mailing and Delivery – Including – Mobile Unit Bid Operators, Utility Bid, Cullers, First Class Cut Open, Metered Mail and 2/C Cut Open. *(Except Flats)
6. Automation – Including – LCTS One, LCTS Two, Manual Letters, AFCS, Elevators and Stations.
7. City Stations and Branches – Each Station or Branch are separate units.

*2/C Flats Cut Open is part of the Flats Section.

Item Q. THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

Item Q. Section 1. One (1) parking space shall be reserved twenty-four (24) hours a day, seven (7.) days a week, for parking as designated by the Union Branch President.

Item R. THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN.

Item R. Section 1. Annual leave to attend union activities shall not be part of the total choice vacation plan.

Item S. THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE FOLLOWING ARTICLES:

ARTICLE 12, SECTION .3B5
ARTICLE 12, SECTION .3C
ARTICLE 12, SECTION .3E3e
ARTICLE 12, SECTION .4
ARTICLE 12, SECTION .6C4a
ARTICLE 12, SECTION .3

Item S. Section 1. The total Mail handler Craft seniority list and tour rosters will be updated monthly and copies given to the union. The seniority list will be posted on the official bulletin board monthly.

Item S. Section 2. A duty assignment will be re-posted in accordance with Article 12, section 3.B.5 of the National Agreement when there is a fifty percent (50%) change in the actual duties performed or a change in principal assignment area.

Item S. Section 3. The posting and bidding for preferred duty assignment(s) shall be installation wide in accordance with Article 12. Section 3.C of the National Agreement. Postings shall include facilities of the Providence Plant/Providence Customer Service where mail handler employees are domiciled.

Item S. Section 4. The order of movement out of a bid section shall be:

(Reference - Article 12. Section 3.E.3a-d of the National Agreement)

1. Casuals
2. Employees from other crafts
3. Part time flexible employees
4. Part time regular employees
5. Full time regular employees.

Item S. Section 5. The movement of full time regular employees out of a bid section shall be by juniority. The order shall be: (Reference - Article 12. Section 3.E.3.e of the National Agreement)

1. Regulars from other sections
2. Regulars from within the section working on overtime.
3. Unassigned regulars
4. Regulars holding bid assignments in the section.

Item S. Section 6. The order of movement into a bid section other than higher level assignments shall be:

1. Full time regulars with a bid in the section
2. Mail handler casuals
3. Part time flexible
4. Part time regulars
5. Full time regulars from other sections

Item S. Section 7. The order of movement into a higher level position shall be:

1. Full time regular mail handlers with a bid in the section
2. Qualified level 4 full time regular mail handler from the immediate work area by seniority
3. Qualified full time regular mail handlers from other Bid Section by seniority in that area
4. Qualified part time flexible mail handlers
5. Qualified mail handlers on overtime

Item S. Section 8. Sections for bid assignment purposes shall be defined in accordance with Article 12.4 of the National Agreement and item P of this Local Memorandum of Understanding.

Item S. Section 9. The identification of assignments comprising a section shall be in accordance with Article 12.6C4a of the National Agreement and item P of this Local Memorandum of Understanding.

Item S. Section 10. Local implementation relative to those items contained in Article 13.3 of the National Agreement shall be in accordance with items M, N and O of this Local Memorandum of Understanding.

Item S. Section 11. Nothing in this section will allow casual employees to work higher level assignments before any career mail handler.

Item T. LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY REASSIGNMENTS, AND POSTING.

Item T. Section 1. Seniority on a day designated as a holiday will be as follows: Man handlers working their regularly scheduled day that is not the individual's designated holiday and the individuals forced in to work that day retain their seniority. Volunteers retain their position on the seniority list relative to each other.

Item T. Section 2. The order of movement into a higher level positions on a holiday or a day designated as a holiday shall be:

1. Full time regular mail handlers with a bid in the section
2. Qualified level 4 full time regular mail handler from the immediate work area by seniority
3. Qualified level 4 mail handler from other areas by seniority
4. Qualified part time flexible mail handlers
5. Qualified volunteers with a bid in the area by seniority
6. Qualified volunteers from all areas by seniority

MISCELLANEOUS LOCAL LETTERS OF AGREEMENT

The following letters of agreement are mutually agreed upon and binding on both parties but are not part of the Local Memorandum of Understanding

Section 1. Tour 1 regular career employees having assignments With Sunday/Monday as their regularly scheduled days off shall have the following option available to change their designated holiday when the actual holiday falls on a Monday. Employees desiring to have their regularly scheduled days off changed from Sunday/Monday to Monday/Tuesday for the holiday weekend shall sign the appropriate list and fill out PS form 3189 "Request for change of schedule for personal reasons." The employee shall submit the 3189 for the union's approval and then submit it to management for consideration. Management shall attempt to accommodate as many of those desiring a schedule change as operationally possible. It is understood this provision only applies to Tour 1 Providence Plant, Mail Processing Operations. Mail handlers who request a schedule change for the holiday under this section will be ineligible to volunteer to work any part of the holiday schedule.

Section 2. Public Address System: With prior approval by the Plant Manager or appropriate designee the union may use the public address system for union announcements.

Section 3. Review of Bids: Prior to bids being posted, the Manager, Distribution Operations on each tour or designee and the union's President or designee shall initial the proposed bid posting thereby indicating an error-free document ready for posting.

Section 4. Union Bulletin Boards: The Mail handler craft shall be given two (2) consecutive glass-enclosed bulletin boards to be located as they presently are along the east wall, between the employees entrance and the entrance to the cafeteria.

Section 5. Craft Bid Bulletin Boards: The Mail handler craft shall be assigned two (2) glass enclosed bulletin boards in the Plant, placed in a conspicuous, centralized, easily accessible area, for the purpose of posting craft bids.

Section 6. Personnel Bulletin: The employer shall provide a glass-enclosed bulletin board, placed in a conspicuous, centralized, easily accessible area, for the purpose of posting pertinent personnel information and notices.

Section 7. Overtime for full-time regular mail handlers will be announced one (1) hour in advance whenever possible but not less than one-half (1/2) hour in advance. If the announcement is not made one-half (1/2) hour in advance full-time regular employees will not be required to remain on overtime.

Section 8. Employees working on overtime may be scheduled to work wherever the need for overtime exists in the installation. Employees working on overtime who hold higher level duty assignments may not bump, displace or be assigned in place of or to the detriment of regularly scheduled employees holding higher level or back-up higher level duty assignments.

Section 9. Copies of the "Overtime Desired" lists will be given to the union at the beginning of each calendar quarter.

Section 10. Employees on leave during the entire "Overtime Desired" list sign-up period may add their names to the list within seven (7) working days after return to duty.

Section 11. Employees changing their starting times or non-scheduled days may add their name to the "Overtime Desired" list within seven (7) work days after starting the new assignment.

Section 12. Employees working two (2) or more hours of overtime shall receive a reasonable break within the first two (2) hours of their overtime assignment.

Questions and Answers

Item C. Section 4.

Question: I hold a Loosepack bid, what section do I pick vacation from?

Answer: The Platform section.

Item D. Section 1.

Item E. Section 1.

Question: My non-schedule days off are Wednesday and Thursday and this year Christmas day falls on Saturday can I begin my choice vacation selection Wednesday December twenty-second?

Answer: No, the choice vacation period you have selected is only for the calendar days December twenty-sixth through January first, in this Instance your vacation selection does not begin on your first non-scheduled day of your work week.

Question: If December twenty-sixth falls on a Wednesday, can I take the full week including Christmas as a choice selection?

Answer: Yes, the choice vacation selection period Includes the seven calendar day period between December twenty-sixth through January first.

Item F. Section 6.

Question: What is the purpose of entering names into the vacation selection book?

Answer: The intention is to do so during the selection process to ensure that the maximum percentage of employees off is not exceeded.

Item K. Section 1.

Question: I work on tour 1 can I put in for leave on Christmas night?

Answer: Yes, you may put in for leave, however it is up to the discretion of the MCO, as the vacation leave year does not officially re-open until Tour 2 on December 26.

Item K. Section 2.

Question: What is the purpose of the Vacation Leave Year?

Answer: A period time to identify when employees may submit requests for annual leave. It is not to be confused with a Postal leave year, Fiscal year, Actual Calendar year, or Choice Vacation period: It is described in Item K. Section 2.

Question: Can I submit and request annual leave during the month of December?

Answer: Yes, you can submit a request for annual leave at any time of the calendar year up through the end of the vacation leave year in the following year. However, the period of time between the last Saturday in November through the calendar day December twenty-fifth, management is not obligated to approve such requests. There are no guarantees during this time period, management may or may not grant annual leave. Additionally, choice vacation period begins again December twenty-sixth.

Item K. Section 8.

Question: In item K. Section 8. What is meant by "workday"?

Answer: Non-scheduled days or absences are not considered to be "workdays"

Question: If I had submitted a leave request and I am now absent, how do I know if my request has been approved?

Answer: You are responsible to inquire as to whether your request is approved or not, you may do so by telephone, contact your supervisor or your union representative.

Item L Section 1.

Question: I am a mail handler working in a station, can I sign the quarterly Overtime Desired List in the Plant?

Answer: No, you can only sign the Overtime Desired List at your station. However you may sign the daily volunteer list if excessed to the plant.

Item S. Section 7.

Question: What is meant by "immediate bid area" in Item S. Section 7.3 and T. Section 2.3?


Answer: In the Providence Plant the immediate bid area for forklift operators is the Platform Section, mobile unit operators are selected from the Mail & Delivery section.

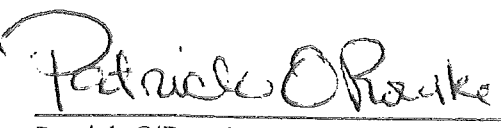
All items in this local agreement will become effective this 30th day of October, 2013

In witness thereof and entered into this 30th day of October, 2013

UNITED STATES POSTAL SERVICE
Providence Processing & Distribution Center
& Providence Post Office Operations
Providence, Rhode Island 02904

National Postal Mail Handlers Union,
Local 301 Branch 18
Providence, Rhode Island 02940


Michael Rakes
Plant Manager
Providence, Rhode Island 02904


Patrick O'Rourke
President Local 301 Branch 18
Providence, Rhode Island 02940