



**LOCAL MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**UNITED STATES POSTAL SERVICE**

**AND**

**GREATER KANSAS CITY METRO AREA LOCAL**  
**#67**  
**AMERICAN POSTAL WORKERS UNION, AFL-CIO**

**AT**

**GRANDVIEW, MISSOURI 64030**

**SEPTEMBER 21, 2018– SEPTEMBER 2021**

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ITEM 1            ADDITIONAL OR LONGER WASH – UP PERIODS

A. Reasonable wash-up time will be granted in accordance with Article 8, Section 9.

B. On those occasions on which wash-up time normally provided employees in certain occupations under Article 8, Section 9 is inadequate, Management will allow such additional or longer wash-up periods as it deems necessary under the circumstances.

ITEM 2            THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF

To the maximum extent practical, consistent with service requirements, all full-time regular employees represented by APWU, shall have a regular work week of five days with consecutive fixed days off. Saturday-Friday, will be considered consecutive days off. Non-traditional full time (NTFT) duty assignments will be in compliance with the Collective Bargaining Agreement (CBA).

ITEM 3            GUIDELINES FOR THE CURTAILMENT OF TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS.

A. Management's decision to curtail or terminate postal operations at the Grandview, Missouri Postal Installation will be based on, but not limited to one or more of the following:

1. The safety and health of the employees
2. Orders of local authorities
3. Local conditions, i.e., floods, heavy accumulation of ice and/or snow, civil disorders.

B. When the decision to curtail or terminate postal operations is made, Management will make every reasonable effort to notify affected employees, including notification via local radio and TV stations. All notification identified as being directed to postal workers as differentiated from Government Employees.

C. Employees who are prevented from reporting for duty on time or at all, under the above reference emergency conditions, shall be granted annual leave or LWOP at the employee option. Nothing in this item shall be construed by the parties to preclude employees from being granted (Act of God and Civil Disorders) leave as outlined in Postal regulations.

ITEM 4            FORMULATION OF LOCAL LEAVE PROGRAM

A. Application for vacation planning (Form 1547) for annual leave during both the choice and non-choice will be submitted in duplicate no later than the date established by the Postmaster in accordance with Article 10. Section 4B of the Collective Bargaining Agreement (CBA)

B. The maximum for scheduled annual leave during the choice period is as follows:

1. The maximum number of employees that will be allowed leave will be 14%.

- C. Requests for annual leave other than vacation planning (Form 1547) will not be submitted earlier than ninety (90) days prior to requested days. Management's approval or disapproval regarding such requests will be made and the employee notified within fourteen days after submission of the form 3971. Such requests will be considered on a first come, first served basis.
- D. Incidental leave requested, other than as provided for in above, will be granted if the needs of the service permit. Notification of approval or disapproval of such requests will be given as far in advance of the requested time as possible. Such request will be considered on a first come, first serve basis.
- E. All disapproval requests for leave shall state the reason for the denial and bear the signature of the official that denies the request.

ITEM 5 THE DURATION OF THE CHOICE VACATION PERIOD

December 26 through January 2 and the week of Thanksgiving holiday shall be considered choice time.

ITEM 6 THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE VACATION PERIOD.

- A. With the exception of employees with split days off vacation periods of all employees represented by APWU shall begin the first work day after their day off in the service week.
- B. Employees with split days off will start their vacation on the first day after their first day off in the service week. Exceptions may be granted by agreement among the employee, the union representative, and the employee's supervisor.

ITEM 7 WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD IN UNITS OF EITHER 5 OR 10 DAYS.

Employees, at their option may request two selections during or outside of choice vacation in units of five or ten days, not to exceed 15 continuous days outside of choice period in the first round. Following the initial round one or two selections may be made at the employees, option not to exceed established quotas of available leave in accordance with Article 10 Section 10.3D.

ITEM 8 WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.

- A. Jury duty or attendance at National or State conventions shall not be charged to the employees choice vacation period.
- B. The employee will have the right for selection of other open leave during the choice vacation period.

ITEM 9 DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING CHOICE VACATION PERIOD.

The employer shall allow a maximum of 14% employees in the clerk craft off each week during the choice vacation period.

ITEM 10 THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE.

A schedule shall be posted on the official bulletin board showing the approved vacation periods and dates affecting the employee during the leave year. This schedule shall be posted no later than seven (7) days after the bidding for scheduled annual leave.

ITEM 11 DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR

The new leave year will be publicized in accordance with the provision of the Collective Bargaining Agreement. Post when published in the Postal Bulletin.

ITEM 12 THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.

- A. Employees represented by APWU wishing to schedule annual leave in other than the choice vacation period as part of their vacation planning at the start of the leave year shall be allowed to do so as part of their selection on PS form 1547. These periods of leave shall be assigned by seniority and must be within the maximum established in Item 9.
- B. Submission for annual leave in other than the choice vacation period, excluding vacation planning (Form 1547) shall be in duplicate on Form 3971 not sooner than ninety (90) days prior to requested leave in accordance with item 4.C.
- C. Approved or disapproved leave will be signed and returned within fourteen days after submission with the date and time received from employee and when returned the reason for the denial stated.

ITEM 13 THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY.

The scheduling of employees on a holiday, or the day designated as an employee's holiday, shall be in the following order of priority:

- 1. All full-time employees, who have volunteered to work on their holiday or day designated as their holiday, in the order of seniority.
- 2. All full-time employees who have volunteered to work on what would otherwise be their nonscheduled work day by seniority.
- 3. PSE's
- 4. All full time employees who have not volunteered to work their holiday, day designated as their holiday or in an overtime status, by juniority.

ITEM 14           WHETHER "OVERTIME DESIRED LIST" IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR.

**The "Overtime Desired" list shall be by section all duty assignments within the Clerk will be considered as one section. All custodial duty assignments within the Maintenance Craft will be considered as one section.**

ITEM 15           THE NUMBER OF LIGHT DUTY ASSIGNMENT WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT.

Temporary and/or permanent light duty assignments will be considered on an individual basis within each APWU Craft consistent with good business practices.

ITEM 16           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.

The Installation Head shall show the greatest consideration for Full-time Regular employees requiring light duty or other assignments giving each request careful consideration.

ITEM 17           THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.

Every effort shall be made to reassign the affected employee within the employee's present craft or occupational group.

ITEM 18           THE IDENTIFICATION OF ASSIGNMENT COMPRISING A SECTION WHEN IT IS PROPOSED TO REASSIGNMENT WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.

**All duty assignments within Clerk Craft will be considered as one section. All Custodial Duty Assignments within the Maintenance Craft will be considered as one section.**

ITEM 19           THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

Parking spaces excess to the needs of the Postal Service, will be provided to employees on a first come, first serve basis.

ITEM 20           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.

Any Union Officer or representative of American Postal Workers Union who is granted annual leave to attend union activities and uses annual

leave for that purpose, shall not be required to charged annual leave to the total choice vacation period, provided such leave is requested prior to approval leave for vacation planning.

ITEM 21      THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT.

1. The installation head shall post an updated seniority list on the bulletin board on a semi-annual basis. A copy of the list shall be sent to APWU.
2. No assignment will be reposted because of a change in starting time unless the change exceeds one hundred twenty (120) minutes. The incumbent shall have the option of accepting the new reporting time. If not, the assignment will be reported.


ITEM 22      LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING SENIORITY, REASSIGNMENTS AND POSTING.

On any day that the complement of Clerk craft employees at a Station or Branch must be temporarily reduced due to a lack of work available, such temporary reassignment will be made in the following order:

- A. PSE
- B. Volunteer(s)
- C. Junior Clerk

In accordance with the provisions of the Collective Bargaining Agreement.

This Memorandum of Understanding is entered into **July 24, 2020** at Grandview, Missouri between the representatives of the United States Postal Service and the designated agent of the Greater Kansas City Metro Area Local #67 of the American Postal Workers Union, AFL-CIO, pursuant to the Local Implementation Article of the 2018 National Agreement. This Memorandum constitutes the entire agreement on matters relating to local conditions of employment.



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