

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POSTAL SERVICE
(USPS)

AND

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

AT

KANSAS CITY, MISSOURI

MAY 2024 – SEPTEMBER 2027

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ITEM 1: ADDITIONAL OR LONGER WASH-UP PERIODS:

- A. The Clerk Craft is entitled to a five-minute wash-up period prior to lunch and the end of tour.
- 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.
- C. Vehicle Maintenance Craft employees (see list below), because of the toxic nature of their duties, will be granted a ten (10) minute wash-up period prior to their lunch break and a ten (10) minute wash-up period prior to the end of their tour of duty.

Lead Mechanics
Mechanics
Jr. Mechanics

Garagemen
Tire Repairmen
Body & Fender/Paint Repairmen

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

MVS

Normally, work schedules will have consecutive days off. When operationally necessary, up to 20% split days off, by installation, are permitted. (Page 248 – CBA)

To the maximum extent practical, consistent with service requirements, all remaining full-time 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.

ITEM 3: 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.

- A. Management's decision to curtail or terminate postal operations at the Kansas City, Missouri Post Office, Processing & Distribution Center, or any affiliated location, will be based on, but not limited to, any one or more of the following:
 - 1. The safety and health of the employees will be a prime consideration
 - 2. Orders of local authorities.
 - 3. Local conditions, i.e. floods, heavy accumulation of ice and/or snow, bomb threats or the discovery of explosive devices, 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. In the notifications, Postal Workers will be differentiated from Government Employees.
- C. The Local President will be notified whenever abnormal working conditions occur, including the breakdown of heating and/or cooling systems. Management will take appropriate actions when such conditions exist. In the event the President can not be reached, the designee to contact shall be as follows:
 - 1. A Craft Director
 - 2. Executive Vice-President
 - 3. Chief Steward on Tour
- D. 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's 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 or jointly agreed to electronic facsimile) for annual leave during both the choice and non-choice period will be submitted in duplicate no later than the date established by the Plant Manager and Postmaster in accordance with Article 10, Section 4B of the National Agreement.
- B. The maximum number scheduled annual leave during the choice period is as follows:
1. The 15% maximum number of employees allowed off is by Tour and by section as defined below:

In the applicable assignment sections listed below, it is understood that each tour is separate from another tour. The following identifies assignment sections in effect at the signing of this agreement for leave purposes, as such affect craft employees by tour. For administrative purposes, except MVS, Tours will be designated to include all starting times of employees falling within the following frames:

20:00 to 03:59	Tour I
04:00 to 11:59	Tour II
12:00 to 19:59	Tour III

Clerk Sections	Clerk Sections	Maintenance Sections	Motor Vehicle Craft	Clerk Sections
P & D C Box Section/Dues	MOWI /Box	MPO Bldg Equip Maint	Vehicle Operations by seniority, level, all Tours	
Registry Section	Civic Center . GPO	MPO Bldg Services	Vehicle Maintenance by Seniority, all Tours • LDC 31 clerks • LDC 32 Mechanics - 9 categories (by levels 4 & 5, 6 & 7, 8 & 9) for item 4.	
*General Expeditions/Lead Clerks (Within the regular work location for items 4)	Parloway Westport Hodge Park Center Bq. Barry Woods	MPO Maint Oper Support P&D Bldg Equip Maint P&D Bldg Services P&D Mail Proc Equip		
AFBS/SPDS	Jesse Donaldson, Boardwalk Gladstone		For Item 14	Finance TACS Finance Data Collection Finance Accounting Technicians Finance Data Collection Technicians Marketing & Comm Express Mail
AFSM Automation/AFSM Full Prep Manual Letters	Each Station and Branch, by scheme, to include scheme pool and relief Aulock	P&D Maint Oper Support	Tour and Occupational Group See 14.C for NS Days	Marketing & Comm Consumer Affairs Office Marketing & Comm Communication Office Marketing & Comm Mailing Requirements/Claims and Inquiry Operations Programs Support, Data Collection Technicians
Manual Flats By Scheme Manual Letters & Flats		Stations/Branches will be considered separately		Administrative Services Office Services Administrative Services Procedures/Facilities Human Resources Personnel Section Human Resources P E D C Human Resources Safety Office Human Resources EEO Bulk Mail Entry Unit
Letter Automation	James Crews (host) Centropolis, Leon Jordan, Northeast Ex. Park Parkville Riverside South Troost (host) Plaza Hickman Mills Longview Martin City Waldo-Country Club North Kansas City Raytown Pool Relief (non-scheme) Postmaster All Other Customer Service Operations Any newly created Stations would be a separate section		For Item 18 Vehicle Operations by level (all Tours combined) Vehicle Maintenance by level (all Tours combined)	Bulk Mail Acceptance Office

2. Management shall establish procedures, including maximums for other than choice vacation period, in accordance with the National Agreement, Article 10, Section 4. The maximum number will be allowed leave, consistent with local services needs.

- C. **Request for annual leave other than vacation planning (1547) will not be submitted earlier than sixty (60) days prior to desired days. Request will be considered using established quotas.**

Management's approval or disapproval regarding such requests will be made and the employee notified within five (5) days after submission of the Form 3971. Such requests will be considered on a "first come, first served" basis.

Pool Clerks will submit requests for incidental annual leave to the station they are scheduled at during the leave request period. If not yet scheduled, submit requests for incidental annual leave to the supervisor of the relief pool.

- D. Incidental leave requests, 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 requests will be considered on a first come, first served basis.
- E. All disapproved requests for leave shall state the reason for denial and bear the signature of the official that denies the request.
- F. Employees transferring from one section to another as a result of bidding or displacement shall carry their vacation leave to their new assignment.
- G. In the Maintenance Craft, total Maintenance Craft seniority in the installation will be used for scheduling vacations.
- H. If management determines that there are any vacation periods during the choice period that were not assigned, management will assign these periods to the senior persons requesting them on their vacation request form, within the quota - 2 selections per round.

Employees not taking a full week of annual will notify their supervisor as far in advance before their scheduled vacation week as possible, to allow for scheduling and possible granting of incidental leave to other employees.

This agreement only applies to the above-mentioned item and does not alter any terms of the Collective Bargaining Agreement or the Local Memorandum of Understanding.

- I. Vacation leave requests for employees without sufficient annual leave balances will be considered in accordance with ELM 514.22.

ITEM 5: THE DURATION OF THE CHOICE VACATION PERIOD.

- A. The choice period for assigned vacation in APWU crafts other than MVS will be the 26-week period beginning with the first week following April 15, Thanksgiving Week, and the seven (7) day period beginning December 26.
- B. The choice period for assigning leave for MVS employees will be April through October, Thanksgiving Week, and the seven (7) day period beginning December 26.

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

- A. With the exception of employees with split days off, vacation periods of all employees represented by APWU shall begin the first workday after their days off in the service week.
- B. Employees with split days off in APWU crafts 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 FIVE (5) OR TEN (10) DAYS.

- A. All bargaining unit employees represented by the APWU may request two selections for annual leave during the choice vacation period in accordance with National Agreement, Article 10, Section 3D.
- B. It is understood that no employee, during the vacation planning periods, will be granted more leave than the maximum allowed as defined in the National Agreement, Article 10, Section 3, D, 1 & 2.

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

- A. Employees represented by APWU shall not be required to forfeit their choice vacation period in order to serve on juries or attend National or State Conventions as a delegate of APWU.
- B. Such employees serving on juries, or representing APWU at State or National Conventions, will be permitted to select a choice vacation period within the number authorized to be off. In the event all choice vacation periods are filled to the authorized limit, up to ten (10) such employees may select their choice period even though the specific selection would be above the authorized limit of any choice period.
- C. Prior to the beginning of the leave selection period, or as soon as available, APWU will notify the Plant Manager and Postmaster of the scheduled dates for National, State or Regional Conventions.

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

- A. The maximum number of employees who shall receive leave each week during the choice vacation period will be 15% except for Thanksgiving week and the seven (7) day period beginning December 26, which will be 8%.
- B. Percentages which are .5 or higher will be rounded up to the next higher full number. Percentages which are less than .5 will be rounded down to the next lower full number.

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

- A. Individual notices of the vacation schedule will be prepared and approved as soon as possible after the established date for submission, but not to exceed thirty (30) days. If after 30 days, management is notified that the individual notifications have not been returned, the MDO, or Manager, Customer Service, will provide to the APWU a written explanation as to why the individual notifications had not been returned. The management official will also indicate in the explanation to the APWU when the notifications will be returned.
- B. Management will provide vacation form (1547) to employees by December 1. Employees will return completed 1547's to Management by December 31. Management will return approved 1547's to employees no later than January 31.
- C. The calendar method may be used if agreed to by APWU Craft Director and President. When using the calendar method, Management will start no later than January 1, and finish no later than January 31. At the completion of the process, Management will provide the employee with an approved copy of form 1547.

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

The employer shall, no later than November 1, publicize on the official bulletin Board(s), the beginning date of the new leave year, which shall begin with the first day of the first full pay period of the calendar year.

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.

Employees will be allowed two (2) selections during all rounds, choice or non-choice, until (at the employee's choice) the employee has exhausted accrued annual leave including that for the current year.

These periods of leave shall be assigned by seniority and must not exceed the maximum percentage of employees who are allowed off.

- B. Submission for annual leave, excluding Vacation Planning (Form 1547), shall be in duplicate on Form 3971 no sooner than Sixty (60) days prior to desired day, in accordance with Item 4C.

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

- A. The scheduling of employees on a holiday, or the day designated as an employee's holiday, shall be in the following order of priority, by Section:
 - 1. All Full-Time employees who have volunteered to work their holiday, or day designated as their holiday, by seniority
 - 2. All Full-Time employees who have volunteered to work on what would otherwise be their non-scheduled workday by seniority.
 - 3. PSEs, when scheduled to work on a holiday, will be scheduled to work on their specific assignment.

4. All Full-Time employees who have not volunteered to work on their holiday or day designated as their holiday, in an overtime status, by juniority.

B. MOTOR VEHICLE:

The scheduling of MVS Craft employees on the 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 their holiday, or day designated as their holiday, by seniority.
2. **Part-Time Flexible**
3. All Full-Time employees who have volunteered to work on what would otherwise be their non-scheduled workday, by seniority.
4. All Full-Time employees who have not volunteered to work on their holiday, or day designated as their holiday, in an overtime status, within the tour by juniority.

*** All employees are eligible to work after having 9 hours off no matter what tour by seniority.**

In the event there is a driver working in the Dispatch Office, no driver shall be drafted. In addition, on the occasion a driver is working in the Dispatch Office during the holiday period, a non-scheduled volunteer shall be scheduled to work for each driver working in the Dispatch Office.

C. MAINTENANCE:

1. All FT/PTR volunteers within tour within section for their holiday/designated holiday by seniority
2. All FT/PTR volunteers within tour within section for their non-scheduled days by seniority
3. All FT/PTR volunteers out of tour within section for their holiday/designated holiday by seniority who sign up to work that specific tour/section
4. All FT/PTR volunteers out of tour within section for their non-scheduled days by seniority who sign up to work that specific tour/section
5. All FT/PTR non-volunteers within tour within section for their holiday/designated holiday or non-scheduled day drafted by juniority
6. All FT/PTR non-volunteers out of tour within section for their holiday/designated holiday or non-scheduled day drafted by juniority

- D. If the needs of the service allow, drafted employees will be excused by seniority from the unit for which they are drafted.**

Management will make every effort to post Volunteer Holiday Lists for at least twelve (12) days. Failure to abide by this guideline will not result in any consequences to Management.

ITEM 14: WHETHER OVERTIME DESIRED LISTS IN ARTICLE VIII SHALL BE BY SECTION AND/OR TOUR.

Any language relating to the non-overtime desired list employees will comply with the Collective Bargaining Agreements for each Functional Area. **Clerk Craft day to day seniority – refer to Item 22.**

A. CLERK CRAFT

1. Overtime Desired list shall be established by section and Tour, as listed in Item 4, with provisions for selecting overtime on scheduled days and non-scheduled days. When the need for overtime arises in a particular section, those employees in the section having placed their name on the Overtime Desired List shall be assigned overtime by seniority, on a rotating basis. In the applicable assignment sections listed below in this Item 4, it is understood that each tour is separate from another tour. **Employees' names will roll over every quarter unless the employee submits notification to remove their name from the list.** Tours will be designated to include all starting times of employees falling within the following frames:

20:00 to 03:59	Tour I
04:00 to 11:59	Tour II
12:00 to 19:59	Tour III

- a. Pool Relief Clerks volunteer for overtime with provisions for selecting overtime on scheduled and non-scheduled days. Overtime on scheduled days may be offered in the unit where Pool Clerks are assigned, after the daily OTDL is exhausted in that unit. Overtime on non-scheduled days may be offered after the non-scheduled day OTDL is exhausted in the unit where the need arises.
2. If the Overtime Desired list for the section does not produce the required number of employees with the necessary skills, those employees with the necessary qualifications in other sections on the tour, having placed their name on the Overtime Desired List, will be assigned overtime, by seniority, on a rotating basis.
3. **PSEs**
4. If the Overtime Desired List and **PSEs** does not produce the required number of employees needed, non-volunteers in the section where the overtime is needed will be required to work by juniority, on a rotating basis.
5. If additional employees are still needed, non-volunteers having the necessary qualifications from other sections will be required to work, by juniority, on a rotating basis.

Rotation worksheets will be established and maintained in order to properly assign overtime in the manner intended and contemplated by Article 8, Section 5 of the National Agreement as follows:

- A. Section OTDL, by seniority
- B. Tour volunteer OTDL, by seniority
- C. **PSE**
- D. Section non-volunteer, by juniority
- E. Tour non-volunteer, by juniority

B. MAINTENANCE CRAFT

1. Overtime Desired lists shall be established by section and Tour, as listed in Item 4, with provisions for selecting overtime on scheduled days and non-scheduled days. When the need for overtime arises in a particular section, those employees in the section having placed their name on the Overtime Desired List shall be assigned overtime, by seniority, on a rotating basis. In the applicable assignment sections listed in Item 4, it is understood that each tour is separate

from another tour. Once an employee signs the overtime desired list, in accordance with Article 8.5.A, the employee's name will remain and carried over to subsequent quarterly overtime desired list(s) until a request by the employee is submitted to have their name removed. Once the employee's name is removed, per their request, they cannot be added to the overtime desired list until the next quarterly sign-up period. Tours will be designated to include all starting times of employees falling within the following frames:

20:00 to 03:59	Tour I
04:00 to 11:59	Tour II
12:00 to 19:59	Tour III

2. If the volunteers, with the necessary qualifications within the section, do not produce the required number of employees, those employees with the necessary qualifications in other sections, and on other Tours, on the Overtime Desired List will be assigned overtime by seniority, on a rotating basis.
3. If the "In-Section" Overtime Desired List and Out-of-Section Overtime Desired List (those with the necessary qualifications) do not produce the number of employees, non-overtime desired list volunteers with the necessary qualifications in the section will be assigned overtime by seniority, on a rotating basis.
4. If the above provisions do not provide a sufficient number of employees, volunteers from other Sections and Tours with the necessary qualifications will be assigned overtime by seniority, on a rotating basis.
5. If the above does not provide a sufficient number of employees, Non-Overtime Desired List Employees in that section and Tour with the necessary qualifications will be utilized by juniority, on a rotating basis. All references to seniority will be as defined in Article 38.2 G. 1&2.

All references to other Tours involve non-scheduled days only.

Rotation worksheets to be established in order to properly assign overtime in the manner intended and contemplated by Article 8, Section 5 of the National Agreement as follows:

- A. Section OTDL, by seniority, within the section
- B. Tour volunteer OTDL by seniority
- C. Non-volunteer section list, by juniority
- D. Non-volunteer Tour list, by juniority

C. MOTOR VEHICLE CRAFT

1. Overtime Desired Lists will be by Tour and Occupational Groups with provisions for electing overtime on scheduled and non-scheduled days. Overtime will be assigned from the overtime desired list by seniority, on a rotating basis, to those employees available. MVS Craft Clerks (Dispatch Office) will be given the first opportunity to work overtime (within their job description) before overtime work, pertaining to clerical duties, is offered to Tractor/Trailer Operators. The Tour that each route falls in will be designated by the first number of the run or schedule. The Tours are determined by the following designated times (Vehicle Maintenance and Transportation Networks):

20:00 to 03:59	Tour I
04:00 to 11:59	Tour II
12:00 to 19:59	Tour III

2. If the Overtime Desired List does not produce the number of employees needed, non-volunteers will be required to work by juniority, on a rotating basis.
3. MVS Craft employees (both Vehicle Maintenance and Transportation Networks) shall be "off the clock" for at least nine (9) hours before being called back to work.

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

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.

ITEM 17: THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.

All assignments and any work may be considered light duty provided it is work within the employees' physical limitations. All requests for light duty will be considered based upon the employees' limitations and the availability of work within those limitations. Every reasonable effort will be made to provide employees work on their regular Tour of duty. This does not preclude light duty work performance in any unit, station or branch.

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

- A. The following identifies assignment sections in effect at the signing of this agreement for job posting, and notice information, as such affect the craft employees by tour. For administrative purposes, tours will be designated to include all starting times of employees falling within the following frames:

20:00 to 03:59	Tour I
04:00 to 11:59	Tour II
12:00 to 19:59	Tour III

With the exception of MVS, for the applicable assignment sections, it is understood that each tour is separate from another tour. The parties shall negotiate to determine whether additional sections are necessary due to Auto/Mech changes.

- B. The following shall be considered the assignment sections for the purpose of reassigning employees excess to the needs of a section. Relief clerks are not included in in-section bidding. When an entire section is relocated within the installation/geographic bidding area, the assigned employees will remain with the section and will continue to be a separate section unless mutually agreed to handle differently. Any actions or notices transpiring prior to this agreement are not affected.

Section Assignments are listed in Item 4.

ITEM 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

- A. Management will provide parking at the GPO Parking Lot, P&DC, Stations, Branches, VMF and AMC on a firstcome, first served basis where such parking facilities currently exist and are excess to the needs of the Postal Service. Existing designated employee parking areas will not be secured by Management, except in the case of unusual or irregular circumstances.

- B. Parking spaces will be reserved for the APWU President, the Executive Vice-President and the four (4) APWU Directors in the P&DC Parking lot.

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 APWU who is granted leave to attend Union activities and who uses annual leave for that purpose shall not be requested to charge such annual leave to the total choice vacation period, provided such leave is requested prior to the determination of the choice vacation schedule.

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

- A. No assignment will be reposted because of a change in starting time unless the change exceeds one-hundred twenty (120) minutes, except MVS. Any assignment change exceeding one-hundred twenty (120) minutes shall be reposted.

B. MOTOR VEHICLE CRAFT

1. All Motor Vehicle Maintenance Craft Assignments may be posted for bid once each calendar year upon mutual agreement between the parties at the local level.
2. When requested by the Union, all Full-Time Regular Motor Vehicle Operator and Tractor-Trailer Operator craft assignments shall be posted for bid once each calendar year.
3. In MVS, if a change in starting time exceeds one hour, the incumbent shall have the option of accepting the new reporting time. If the incumbent does not accept the new reporting time, the duty assignment will be reposted.

4. When bidding in the Motor Vehicle Craft, under Article 39.2.A.6, the following process will be applied:

a). Management will post, for 15 days, completed annual bids including work hours, days off and lunch breaks.

b). Beginning Day 11:

1). The fifty (50) most senior employees shall begin the bidding process. Each employee will have forty-five (45) minutes to complete and submit their bid card. The forty-five (45) minute period for each employee shall begin immediately after the previous employees allotted time has ended. Failure to submit a bid card within the allotted forty-five (45) minutes will result in the employee being bypassed. All bid cards for the first fifty (50) employees must be submitted no later than 11:59 P.M. on Day 11.

2). **Day 12:** The next fifty (50) employees shall be in the bidding process. Each employee will have forty-five (45) minutes to complete and submit their bid card. The forty-five (45) minute period for each employee shall begin immediately after the previous employees allotted time has ended. Any employee who fails to submit their bid card within the allotted forty-five (45) minutes will be bypassed. All bid cards for this group must be submitted no later than 11:59 P.M. on Day 12.

3). **Day 13:** The remaining fifty (50) employees shall begin the bidding process. Each employee will have forty-five (45) minutes to complete and submit their bid card. The forty-five (45) minute period for each employee shall begin immediately after the previous employees allotted time has ended. Any employee who fails to submit their bid card within the allotted forty-five (45) minutes will be bypassed. All bid cards for this group must be submitted no later than 11:59 P.M. on Day 13.

4). Bids will close on day 13 at 11:59 P.M.

c). Employees must bid at the designated location immediately following their begin tour, or as otherwise designated by the Union and Management. Employees may bid earlier once the bids have been posted for at least five (5) days.

d). Any employee on extended leave shall be mailed a copy of the bid postings and a bid card prior to the posting period. Employees on extended leave must return their bid selections within ten (10) calendar days by mail, phone, or email to the Union designee. If the Union designee is unavailable, the Management designee may be notified.

e). Five days from following the 13-day posting, management will post all successful bidders.

f). It is the employee's responsibility to submit a proper number of bids to ensure a successful bid (up to one more than their ranking in seniority).

g). If an employee fails to submit a bid on their scheduled day of bidding, the bidding process will continue. That employee will be given the opportunity on day thirteen, before bidding closes, to bid an available bid before day thirteen at 11:59 P.M. If an employee is unavailable to submit a bid on their scheduled day of bidding due to unforeseen circumstances, seniority permitting, they will be placed in their previous bid, if still available.

h). If an employee fails to bid on the close of day thirteen, that employee will become an unassigned regular, and management will assign any open bid.

- C. Management will supply the General President with updated copies of seniority lists of all crafts on a quarterly basis.
- D. In the Clerk Craft, the successful bidder must be placed in the new assignment within 14 days, except in the month of December.
- E. In the Maintenance Craft, any changes in principle duty assignments that would change an employee's section as defined in Item 18 of this Memorandum will be reason to report this position for bid.
- F. **The LDCRs shall meet at 10:00 a.m. local time on the last Wednesday of every month (other than December) unless all three parties mutually agree to different dates and times.**
- G. **Employees entering a new duty assignment, or employees being reassigned to a section, shall be trained and review the Standard Work Instruction for the section. If not previously trained, training shall begin with an On the Job Trainer in a timely manner. Documentation of the training with time, dates and trainer shall be placed in the employee's file.**
- H. In the Maintenance Craft, when the need arises for Maintenance Craft employees to be used outside their section and/or installation for non 204B details, the Service will post a list for volunteers to be selected. The senior volunteers will be selected on a rotating basis.

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

A. Seniority

1. 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, nor does it preclude the establishment of rotation schedules to ensure that each employee has the opportunity to work his bid assignment.
2. **P&DC – Day to Day Seniority – All clerk craft sections will apply day to day seniority using the following pecking order to work outside bid section:**
 - a. Employees assigned but do not hold a bid in the sections, e.g., PSEs, limited & light duty or temporarily reassigned employee
 - b. Employees in an overtime status on the Overtime Desired List
 - c. Non-Overtime Desired List employees properly holding a bid in the section in an overtime status, by juniority
 - d. Employees properly holding a bid in the section not in an overtime status, by juniority
3. On any day, or days, that the complement of clerk craft employees at a Station or Branch must be temporarily reduced due to lack of work available, such temporary reassignments will be made in the following manner:
 - a. PSE
 - b. Split tour clerks, on a rotating basis
 - c. Station relief clerks
 - d. Junior Full-Time clerks on tour affected

B. Posting and Assignments

1. Changes in essential scheme knowledge in clerk craft job assignments will not necessitate reposting if the incumbent elects to accept the new essential scheme requirements. Should the incumbent elect not to accept the new essential scheme assignment, the job will be reposted.
2. In accordance with the appropriate craft articles in the National Agreement, all vacant or newly established craft duty assignments shall be posted for employees eligible to bid.
3. It will be the Employer's responsibility to maintain current postings on the Official Order Book.
4. All abolishments and reversions shall be posted on the Order Book.
5. Management will provide bulletin boards to be utilized as an additional place for Clerk Craft job postings. The Union will be responsible for placing such postings on the boards provided. Any time utilized by the Union maintaining these bulletin boards are not compensable by the employer. Employees will utilize these bulletin boards only during non-work periods. The Union's failure to place postings on these boards will have no effect on the normal bidding process or the awarding of jobs. If the Union fails to utilize the boards for the stated purpose or to maintain the posting of job announcements, the boards will be removed.
6. In the Maintenance Craft, Notice of Intent shall show the principle assignment area as the Section identified in Item 18D.

This Memorandum of Understanding is entered into on 2/19/20, at Kansas City, Missouri, between the representatives of the United States Postal Service and the designated agent of the American Postal Workers Union, AFL-CIO, Greater Kansas City Metro Area Local pursuant to the Local Implementation Article of the 2015 National Agreement. This Memorandum constitutes the entire agreement on matters relating to local conditions of employment.



For the United States Postal Service
Mary J. Veeney
Executive Plant Manager
Kansas City, MO Processing & Distribution Center
Kansas City, MO 64121-9998



For the United States Postal Service
Maria Diggs-Jones
Postmaster
Kansas City, Missouri
Kansas City, MO 64108-9998



For the American Postal Workers Union, AFL-CIO
Dorey Wood
President
Greater Kansas City Metro Area Local
Kansas City, MO 64127-2260

