

**Local Memorandum of Understanding
Between
United States Postal Service
And
Greater Kansas City Metro Area Local
#67 American Postal Workers Union,
AFL-CIO
For
Stamp Fulfillment Services
Kansas City MO
September 2024-September 2027**

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1. Additional or longer wash-up periods.

- A. The employer shall grant reasonable wash-up time to all employees
- B. The employer shall grant longer wash-up time to all employees involved in handling toxic materials or performing excessively dirty work.

2. The establishment of a regular work week of five days with either fixed or rotating days off.

A regular work week of five days with fixed days off shall be established. The employer shall make every effort toward maximizing the number of positions with Saturday-Sunday, then to Sunday-Monday as non-scheduled days, subject to operational needs. All full-time regular employees shall have consecutive days off.

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. In situations of local emergency, the employer shall confer with local authorities to ascertain the degree of possible danger to postal employees. The Installation Head, or his/her designee, shall consider local authorities recommendations when making decisions to curtail or resume operations.
- B. When a decision is made to curtail postal operations, the APWU Coordinator, or his/her designee, domiciled at the Stamp Fulfillment Services shall be notified.

4. Formulation of local leave program.

- A. Leave shall be selected in two rounds of bidding for choice vacation period. Selections shall begin December 1st and be completed by December 31st. The first round will only allow annual leave requests during choice vacation period as established in the National Agreement Article 10.3.D and Stamp Fulfillment Service's LMOU. The second round would allow annual leave requests during the entire leave calendar, allowing the employee to submit annual leave requests using the remainder of the annual leave the employee has available up to the percentage agreed in the LMOU.
- B. Employees, in order of seniority, shall be given the opportunity to review the Vacation Planning Schedule and select their choice(s). Selection(s) shall be approved or disapproved based on the maximum number of employees allowed off during the choice vacation period.
- C. If an employee is unavailable to review the vacation planning schedule, the employee may make their selection(s) via telephone or email.

Annual leave shall be bid by sections as defined below.

- 1. AFES
- 2. Customer Service
- 3. Order Entry
- 4. Finance
- 5. Cancellation Services (FDC/Machine Room)
- 6. Maintenance
 - i. Electronic Technicians
 - ii. Building Equipment Mechanics
 - iii. MOS Clerk
 - iv. Labor Custodians
- 7. Postal Retail Unit
- 8. Manufacturing
- 9. Vault

- D. During the life of this Local Memorandum of Understanding, section definition may change due to business process realignments. Management and the Union shall jointly agree to any changes.
- E. Employees may not trade scheduled annual leave.
- F. If an employee chooses to cancel all or part of their approved annual leave request, the cancellation request should be done in advance in writing to ensure proper scheduling and time keeping.

5. The duration of the choice vacation period(s).

The duration of the Choice Vacation Period shall be from the third Saturday in April through the first Friday in January.

6. The determination of the beginning day of an employee's vacation period.

Annual leave weeks begin on the first scheduled day following days off.

7. Whether employees at their option may request two selections during the choice vacation period, in units of either 5 or 10 days.

The employee, at their option, may request two (2) selections in units of either five (5) or ten (10) days, not to exceed the ten (10) or fifteen (15) days provided for an Article 10, Section 3.D of the National Agreement.

8. Whether jury duty and attendance at National or State Conventions shall be charged to the choice vacation period.

Jury duty and leave to attend National, State, or tri-state conventions shall not be charged to the choice vacation period.

9. Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.

The maximum number of employees in a section/sub-section who receive leave each week on the Choice Vacation Period shall be fifteen percent (15%). If the percentage results in a fraction, the number to receive leave shall be rounded up to the next whole number. Sections/sub-sections are defined in Item #4 of this Local Memorandum of Understanding

10. The issuance of official notices to each employee of the vacation schedule approved for such employee.

An approved Annual Leave Schedule shall be posted on all Official Bulletin Boards. Each employee shall receive a written notice of their approved Annual Leave Schedule at the time of selection.

11. Determination of the date and means of notifying employees of the beginning of the new leave year.

Notices shall be posted on all bulletin boards and the Official Order book no later than November 1st, advising employees of the beginning date for the next leave year.

12. The procedures for submission of applications for annual leave during other than the choice vacation period.

Requests for leave not selected during the Annual Leave selection period shall be submitted on form 3971, not:

Before 10:00 am

More than 90 days prior to the request Annual Leave selection

If 90 days prior to the request Annual Leave selection falls on a Saturday, Sunday, or Monday; the first day to sign up will be on the following Tuesday, not before 10:00 am. If 90 days prior to the requested annual leave selection falls on a holiday; the first day to sign up will be on the following regularly scheduled workday (Tuesday through Friday only).

Approval of these requests shall be on a "first come, first serve" basis subject to operational needs. Notification of approval or denial shall be given to the employee as soon as possible, but no later than 14 days prior to the annual leave selection. In the event that the approval/denial copy of the PS form 3971 is not given to the employee within this timeframe, the leave is approved. Employees challenging the 14-day notification period must have documentation of leave request submission.

If leave request is made less than 14 days prior to the requested annual leave selection, the approval/denial copy of the PS form 3971 shall be given to the employee within 72 hours or the leave is approved. Employees challenging the 72-hour notification period must have documentation of the leave request submission.

13. The method of selecting employees to work on a holiday.

- A. Career employees volunteers in order of seniority
- B. Non-career workforce
- C. Full-time regular employees who do not volunteer on what would otherwise be their non-scheduled day, by inverse seniority order
- D. Full-time regular employees who do not volunteer on what would otherwise be their holiday or designated holiday, by inverse seniority order.

All assignments are subject to the employee's possession of the necessary work skills.

14. Whether "Overtime Desired" lists in Article 8 shall be by section and/or tour.

- A. Overtime desired lists shall be by section and tour. Sections are defined in Item #4 of this Local Memorandum of Understanding; with the provisions for selecting overtime on a scheduled days and/or non-scheduled days.
- B. Employees shall be notified of required overtime work as far in advance as practical. This notification shall be a minimum of one hour prior to the start of overtime. If this notification is not given, employees shall be excused from required overtime. Employees on the "sectional" Overtime Desired List as identified through Article 30, may not be used in other "sections" to avoid the payment of penalty overtime pay.
- C. Employee names will roll over every quarter, unless the employee submits notification to remove their name from the list.
- D. When a section and tour experiences the need for overtime, the following shall apply:
 - 1. Employees on the overtime desired list in the affected section shall work overtime, on a rotating basis
 - 2. Non-career workforce
 - 3. Qualified employees, as determined by management, who are on the Overtime Desired List in sections not working overtime shall be allowed to volunteer for overtime work in the affected section by seniority, on a rotating basis.

4. Career employees in the affected section not on the overtime desired list shall be allowed to volunteer to work overtime if qualified as determined by management, by seniority, on a rotating basis.
5. Volunteers not on the overtime desired list outside the affected section list shall be allowed to volunteer to work overtime, if qualified as determined by management, by seniority, on a rotating basis.
6. Qualified employees in the affected section not on the Overtime Desired List shall be mandated to work the overtime, if they are qualified as determined by management by juniority on a rotating basis.
7. Employees outside the affected section who are qualified as determined by management shall be mandated to work the overtime in the affected section 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. Section Volunteers, by seniority
- C. Section non-volunteers, by juniority

15. The number of light duty assignments within each craft or occupational group to be reserved for temporary or permanent light duty assignment.

- A. Temporary light duty assignments shall be established within each craft. Duties are dependent upon employee's limitations and work available.
- B. Permanent light duty assignments shall be established in accordance with Article 13 of the National Agreement.

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.

- A. No regularly assigned member of the regular workforce shall be impacted by the creation of light duty assignments
- B. Any permanent light duty assignments shall be established from vacant duty assignments and/or duties supplement to regular bid assignments.
- C. No request for light duty assignment shall be granted unless submitted in writing with acceptable medical documentation.

17. The identification of assignments that are to be considered light duty within each craft represented in the office.

Light duty assignments shall be considered on an individual basis within each craft represented by the APWU.

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.

Permanent reassignment of employees excess to the needs of the section shall be by inverse seniority. Sections are defined in Item #4 of this agreement.

19. The assignment of employee parking spaces.

Parking space(s) shall be reserved for the handicapped employees.

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.

Requests for leave to attend Union activities submitted prior to the determination of the Choice Vacation Schedule shall not be a part of the Choice Vacation Plan.

21. Those other items which are subject to local negotiations as provided in the craft provisions of this Agreement.

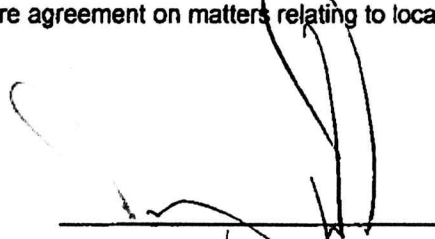
- A. The Installation Head shall post a copy of the Seniority List in the Official Bulletin Board on a semi-annual basis. A Seniority List shall be provided to the APWU Coordinator when requested.
- B. Permanent duty assignments may be re-posted if there is a change of 50% or more in duties performed, or in the principal assignment area. The incumbent employee in an affected assignment shall have the option of accepting the assignment changes. If accepted, the assignment shall not be posted.
- C. No assignment shall be posted because of a change in starting time unless the change exceeds 2 hours. The incumbent shall have the option of accepting the new reporting time. If not, the assignment shall be posted.

This Memorandum of Understanding is entered into February 27th, 2026 at Stamp Fulfillment Services, Kansas City MO, 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 2024 National Agreement. This memorandum constitutes the entire agreement on matters relating to local conditions of employment.



Albert Esquivel

Manager, Customer Relations (SFS)



Darcy Wood

President APWU Local #67