



**LOCAL MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**UNITED STATES POSTAL SERVICE**  
**AND**  
**GREATER KANSAS CITY METRO AREA LOCAL**  
**#67**  
**AMERICAN POSTAL WORKERS UNION, AFL-CIO**  
**AT**  
**BLUE SPRINGS, MISSOURI 64015**  
**SEPTEMBER 2018 – SEPTEMBER 2021**

## TABLE OF CONTENTS

- ITEM # 1 Additional or longer wash-up periods.
- ITEM # 2 The establishment of a regular work week of five days with either fixed or rotating 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.
- ITEM # 4 Formulation of local leave program
- ITEM # 5 The duration of the choice vacation period(s).
- ITEM # 6 The determination of the beginning day of an employee's vacation period.
- ITEM # 7 Whether employees at their option may request two selections during the choice vacation period, in units of either 5 or 10 days.
- ITEM # 8 Whether jury duty and attendance at National or State Conventions shall be charged to the choice vacation period.
- ITEM # 9 Determination of the maximum number of employees who shall receive leave 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.
- ITEM # 11 Determination of the date and means of notifying employees of the beginning of the new leave year.
- ITEM # 12 The procedures for submission of applications for annual leave during other than the choice vacation period.
- ITEM # 13 The method of selecting employees to work on a holiday.
- ITEM # 14 Whether "Overtime Desired" lists in Article 8 shall be by section and/or tour.
- 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.
- 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.
- ITEM # 19 The assignment of employee parking spaces.
- 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.
- ITEM # 21 Those other items which are subject to local negotiations as provided in the craft provisions of this agreement.
- ITEM # 22 Local implementation of this Agreement relating to seniority, reassignments and posting.

ITEM 1            ADDITIONAL OR LONGER WASH-UP PERIODS

Article 8, Section 9 provides reasonable wash-up time for any employee who performs dirty work. Any employee should be granted such time as is reasonable and necessary for handling toxic material.

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

Full-time employees will have regular work weeks of five days with fixed days off. The exception would be non-traditional full time (NTFT) duty assignments as established within the Collective Bargaining Agreement or where the parties mutually agree within compliance with the 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.

Postal operations will not be curtailed or terminated at Post Office unless the Postmaster determines that local conditions so warrant. The orders of local authorities will be considered in determining the extent to which the United States Postal Service will be curtailed. Management shall notify the employees at the earliest possible time of curtailment or termination of postal operations. Such notification will be by available public media such as radio or television. In these instances where operations are curtailed or terminated, the employer shall apply the current leave policy.

ITEM 4            FORMULATION OF LOCAL LEAVE PROGRAM

- A. The deadline for bidding on schedule annual shall be January 1.
- B. Management shall establish procedures, including quotas for other than the 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. Annual leave, which is scheduled in accordance with the choice vacation period scheduling processes, and (prior to 15 days) later cancelled shall be posted for bid in seniority order to those employees who are junior to the employee who has cancelled scheduled leave.
- D. Mutual trading of scheduled annual leave shall be by agreement between the employees union representatives and management.



ITEM 5 THE DURATION OF THE CHOICE VACATION PERIOD

1. The choice vacation period shall be the first full week in April through the last full week in September.
2. Thanksgiving holiday week, only one clerk off.
3. The weeks that contain December 26 and January 2, only one clerk off each of these weeks.
4. The first full week in December, up to and including the December 25. The maximum number of employees off is one with the stipulation that management can cancel any of the weeks in December if they deem it necessary that they need that person to work.

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

The beginning day of an employee's vacation period shall be Monday and the 1<sup>st</sup> day off shall be Sunday except the period of December 26 January 2.

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 the choice vacation period in units of either five or ten days.

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

Any leave granted for jury or attending National or State Union Conventions shall not be considered as a first round selection. Leave for Regional Union conventions (Assemblies) will be granted in accordance with the provisions of the National Agreement Article 10, section 3, F and Article 24 Section 2.

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

The maximum number of employees shall receive leave each week during the choice vacation period shall be fifteen percent (15%) of the clerk craft complement. The standard rounding-off rule shall apply.

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 National Agreement. No later than November 1, publicized on bulletin boards prior to the first full pay period of the calendar year identifying the date.

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

A second phase will be conducted by office seniority. The employees may bid the remainder of their vacation time. Any other annual leave may be granted on a first come, first serve basis.

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

Employees will be scheduled for work on their designated holiday as follows:

**1. Volunteers**

- a. Full-time scheduled employees by seniority whose regular schedule includes the holiday or the designated holiday.
- b. Full-time scheduled employees by seniority whose regular schedule does not include the holiday or the designated holiday.

**2. PSE's**

**3. Non-Volunteers**

- a. Full-time scheduled employees by inverse seniority whose regular schedule does not include the holiday or designated holiday.
- b. Full-time scheduled employees by inverse seniority whose regular schedule includes the holiday or designated holiday.

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

The "Overtime Desired" list shall be **by section and craft in accordance with the provision of Article 8.5 of the National Agreement.**

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 assignment will be considered on individual basis within each craft represented by the APWU 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 THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.

Every effort shall be made to reassign the concerned employee within the employee's present craft occupational group. After all efforts are exhausted in this area, consideration will be given to reassignments to another craft or occupational group within the same installation.

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

When it is proposed to reassign within an installation employees excess to the needs of the section the following section shall apply:

1. Mail Processing Section
2. Window Unit Section
3. Maintenance

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 the determination time of the choice vacation period.

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

- A. Any changes in basic duties set forth in the job description when the assignment was last posted shall be considered sufficient change to cause reposting.
- B. The addition or deletion of scheme knowledge requirements from the employees job description shall be considered sufficient changed to cause reposting.
- C. An assignment will be reposted when the change in starting time exceeds one (1) hour.
- D. Vacant full-time positions shall be posted for **ten (10)** calendar days including holidays.
- E. The successful bidder must be placed in the new assignment within fifteen (15) calendar days including holidays after awarding except during the month of December.

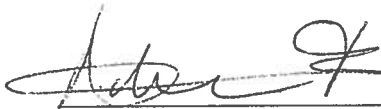
ITEM 22 LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING SENIORITY, REASSIGNMENTS AND POSTING.

In accordance with the provisions of the National Agreement.



This Memorandum of Understanding is entered into 8/4/2020  
at Blue Springs, 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.

 8-25-20  
For the United States Postal Service  
David Smith, Postmaster  
Blue Springs, Missouri 64015

 8/25/20  
For the American Postal Workers Union, AFL-CIO  
Antoinette Robinson, President  
GKCMAL #67

