

CANANDAIGUA NEW YORK 14424
RMPO RUSHVILLE 14544
RMPO GORHAM 14461
FARMINGTON NY 14425

AMERICAN POSTAL WORKERS UNION (APWU)
CLERK/MAINTENANCE CRAFT

MEMORANDUM OF UNDERSTANDING
SEPTEMBER 21, 2018 - SEPTEMBER 21, 2021

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MEMORANDUM OF UNDERSTANDING
APWU CLERK CRAFT

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MEMORANDUM OF UNDERSTANDING

Article 1 - Union Recognition

1. In accordance with Article 1, Section 1, of the National Agreement, the Rochester Area Local (APWU) shall be recognized as the exclusive bargaining unit representative for all clerical **and maintenance craft** employees.

Article 8 - Hours of Work

1. Full time employees shall have fixed days off with Monday through Friday basic work week, to the maximum extent possible. **Management will notify the Local Union prior to any permanent change, any abolishment, or any reversion, for all APWU represented duty assignments.**
2. All Employees are given a reasonable amount of wash-up time consistent with the work being performed before lunch and before end tour.
3. PSE schedules will be posted by Wednesday of the preceding week to allow employees who wish additional hours to participate in the voluntary loaner program. When changes in the posted schedule are necessary, including overtime, employees will be notified as soon as possible.
4. **Ten (10) minute breaks will be given to clerks that are scheduled for eight (8) hours before and after lunch consistent with the needs of the service. Clerical breaks will not interfere with customer service responsibilities (dispatch times or retail service). ALL clerks scheduled for four (4) hours will receive one break. NTFT, PTF and/or PSE clerks scheduled for six (6) hours will receive a second break or lunch.**

Article 10 – Leave

1. Vacation leave will begin on Monday and end on Sunday.
2. Vacation leave will be granted on the basis of fifteen percent (15%) of the clerk craft on a seniority basis. When applying percentages, any fraction of .6 or greater will allow an additional employee off.
3. Incidental leave (2 days or less) may be submitted on form 3971 no more than 30 days in advance. Such leave does not include emergency annual leave.
4. Form 3971's requesting annual leave will be submitted in duplicate, and a copy to be signed by supervision and returned to the clerk craft employee within five (5) calendar days of submission.
Any leave slip handed to his/her supervisor not signed and returned within this period will be accepted as having been approved.

MEMORANDUM OF UNDERSTANDING

Article 10 – Leave

5. No clerical craft employee will have their leave canceled or request for leave denied, due to leave granted or vacancies existing in another craft, unless an emergency condition exists.
6. The choice vacation period will be the entire calendar year excluding the period from December 1 through December 24. By November 25, a date in December will be posted for all vacation bidding to take place. Those absent or on leave may submit written choices by proxy or may make their selections by phone.
7. Employees by seniority at their option may request two (2) selections during the prime time in units of either five (5) and five (5), five (5) and ten (10), or one selection of fifteen (15) consecutive days. If employees have additional leave following the above vacation bidding they may make additional choices, rotating by their seniority, of either one calendar week or two consecutive calendar weeks.

Article 11 – Holidays

The following Holiday Pecking Order is established:

1. Part-time Flexibles
2. Volunteers, Full-time and NTFT employees by seniority whose regular schedule includes that day.
3. All PSE's
4. Volunteers, Full-time and NTFT employees by seniority whose regular schedule does not include that day.
5. Non-volunteers, Full and NTFT employees, by juniority
 - A. Whose regular schedule does not include that day.
 - B. Whose regular schedule includes that day.

MEMORANDUM OF UNDERSTANDING

Article 13 - Ill and Injured Employees

- 1 Both parties recognize that no light duty assignments exist, per se, in this unit. It is agreed however, that efforts will be made, when possible to create such assignments from existing duties, to accommodate ill or injured employees.

Article 37 - Clerk Craft Provisions

1. All assignments for full time employees will be made consistent with seniority on a daily basis within the employee's duty assignment. However, employees may be assigned duties based on the needs of the service, or when it is necessary to do so in order to maintain skills for training purposes.
2. **When the decision has been made to terminate postal operations, to the extent practicable, the Employer will notify the Rochester Area Local President of this determination.**
3. **All new APWU represented employees that did not receive APWU orientation will report to the Rochester P&DC for their one (1) hour APWU orientation within two (2) weeks of starting their new position. Every attempt will be made to schedule them for this during the bi-weekly APWU orientation for new employees, currently every other Tuesday at 1 P.M.**

MEMORANDUM OF UNDERSTANDING

"Presently effective Local Memorandum of Understanding not inconsistent or in conflict with the 2018-2021 National Agreement shall remain in effect during the term of this Agreement unless changed by mutual agreement pursuant to the Local Implementation Procedure set forth."

This Memorandum of Understanding is entered on **November 4, 2020**, at Canandaigua, New York between the representative of the United States Postal Service and the designated agent of the APWU, pursuant to the Local Implementation Provision of the **2018-2021 National Agreement**. It is mutually agreed, that any item submitted to impasse, decided upon favorably for the APWU, shall be made part of this agreement.

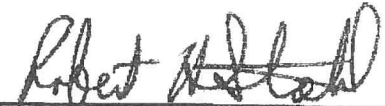
IN WITNESS WHEREOF:

UNITED STATES POSTAL SERVICE

By: 

**WILLIAM HULBERT
POSTMASTER
CANANDAIGUA, NY 14424**

AMERICAN POSTAL WORKERS UNION, AFL-CIO, CLERK CRAFT

By: 

**ROBERT H STAHL
PRESIDENT, APWU
ROCHESTER NY 14602**