

# LOCAL MEMORANDUM OF UNDERSTANDING

U.S.P.S. AND A.P.W.U.  
PALATINE P & DC, IL

September, 2016

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## PREAMBLE

*This local Memorandum of Understanding is entered into to supplement the National Collective Bargaining Agreement and represents and constitutes an agreement between the Palatine P & DC, IL, Postal facility, US Postal Service and the Northwest Illinois Area Local of the American Postal Workers Union, in regards to rights and obligations of the parties.*

*The local Memorandum of Understanding covers all crafts or occupational group employees of the Palatine P & DC., in units established at the local level for which the Union has been certified as the exclusive representative.*

## DURATION

*This Memorandum of Understanding shall remain in full force and effect for the duration of the 2016 National Agreement.*

## SEPARABILITY

*Should any part of this Memorandum of Understanding or any provision contained herein be rendered invalid by reasons of any existing or subsequently enacted legislation or by a court of competent jurisdiction, such invalidation of such part or provision of this Memorandum of Understanding shall not invalidate the remaining portions of this Memorandum of Understanding and they shall remain in full force and effect.*

## ITEM 1

### Additional or longer wash-up period(s)

*The employer shall grant reasonable wash-up times to those employees who perform dirty work or work with toxic materials.*

## ITEM 2

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

*There will be fixed schedules for all full-time regular bargaining unit employees, consisting of the same five (5) scheduled work days within the employee's basic work week.*

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ITEM 3

Guidelines for the curtailment or termination of postal operations to conform to orders of local authorities or as conditions warrant because of emergency conditions

- A. When there is a possible curtailment or termination of operations due to the existence of an emergency situation such as; extreme weather conditions, hazardous driving, bomb threats, etc., the installation head will review, where possible, appropriate Federal, State and Local recommendations and directives and make a determination as to whether a curtailment or termination of Postal Operations is necessary. In making such determination, the safety of the employees, the protection of Postal property, and other relevant factors will be given appropriate consideration. Where there is curtailment or termination of Postal Operations, Local Management shall abide by guidelines as expressed by the United States Postal Service, in accordance with existing regulations and the Local Emergency Procedures handbook dated spring, 1987.
- B. Management will 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 television or radio, requesting them to announce information to employees.
- C. Prior to making a determination to curtail operations, where practicable, Local management will make every reasonable effort to discuss the circumstances with the Union.



#### ITEM 4

##### Formulation of the local leave program

- A. The leave program as outlined in items 4 through 12 of this Agreement shall constitute the leave policy of the Palatine P & DC in Palatine, IL.
- B. Choice vacation leave. Employees shall submit leave requests for choice vacation on PS Form 3971. Total Postal seniority in the installation shall be utilized to break any ties when more than one employee submits a selection for the same period.
- C. The employee shall submit PS Form(s) 3971 in triplicate by February 1<sup>st</sup> of each calendar year. One copy of each 3971 shall be time stamped and returned to the employee upon submission. One copy shall be returned to the employee either approved or disapproved as per Item 10 of the LMOU.
- D. All applications for incidental leave shall be submitted on PS Form 3971, in triplicate, by the employee. Incidental leave requests may be submitted only after the vacation schedule is posted. Upon submission of the PS Form 3971 (to the appropriate leave supervisor). The supervisor shall immediately (a) sign/notify/date the PS Form 3971s; (b) time stamp the PS Form 3971s; (c) return one copy to the employee.

Management will approve vacation requests prior to approving incidental leave requests during the vacation period. Once the vacation requests are approved, management shall consider for approval, incidental leave requests during the vacation period on a first come first served basis up to the percentages identified in Item 9 of this LMOU.

Incidental leave requests shall be considered on a first come first served basis. If the request for incidental leave is submitted at least 30 days prior to the first day of the requested leave and the request is not returned to the employee either approved or disapproved within 14 days after it is submitted, the request shall be approved.

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- E. Employees who bid to a different section (or are assigned to a different section) shall be granted their approved vacation selection(s) as established by the choice vacation schedule, and leave approval, in their former section.
- F. Employees will be allowed annual leave on their birthday, if they request it, and if it falls on a scheduled work day. The parties agreed to discuss any birthday requests, falling on days where the quota is full with the understanding that the birthday provision will not take precedence over other incidental leave requests that may have been submitted prior. If it is not possible to honor birthday requests where the quota is full they may be denied.

#### ITEM 5

##### The duration of the choice vacation period(s)

The duration of the choice vacation period shall be March 1<sup>st</sup> through November 30 and December 25<sup>th</sup> through January 2<sup>nd</sup> of each year. If the final week of November creeps into December, the choice vacation period shall be extended to cover the entire service week.

#### ITEM 6

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

The employee shall determine the starting date of his/her vacation, remaining consistent with Item 7 of the LMOU.

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## 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 shall be granted vacation leave in units of 5, 10, or 15 days in accordance with the following formula:*

*Employees earning 13 days or annual leave may request either/or*

- 1. One 5 day vacation (40 hours)*
- 2. On 10 day vacation (80 hours / 2 consecutive weeks)*
- 3. Two 5 day vacations (80 hours / 2 non-consecutive weeks)*

*Employees earning 20 or 26 days of annual leave may request either/or*

- 1. One 5 day vacation (40 hours)*
- 2. Two 5 day vacations (80 hours / 2 non-consecutive days)*
- 3. One 10 day vacation (80 hours / 2 consecutive weeks)*
- 4. One 5 day vacation and one 10 day vacation*
- 5. One 15 day vacation (120 hours / 3 consecutive weeks)*

## ITEM 8

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

- A. An employee who is called in Jury Duty during his/her scheduled choice vacation period shall be eligible to select another period in the choice vacation period, according to seniority.*
- B. An employee who is selected to attend a National or State convention as a delegate of this Union, shall not have this leave charged to his/her choice vacation period. Upon reasonable notice, consideration shall be given official representatives to attend meetings at Regional and State levels. He/she shall be eligible to select another available period in the choice vacation period, according to seniority. The Union will notify the employer as soon as possible of such conventions and/or meetings.*

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Item 9

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

The number of employees granted leave during the choice vacation period shall be 14% by tour and section, in the Clerk, Motor Vehicle and Maintenance Crafts based upon the needs of the service. The sections shall be those identified in Item 14 of this LMOU.

When applying the 14% requirement, any fraction of 0.50 or more will be rounded to the next higher number. Any fraction less than 0.50 will be rounded to the lower number.

ITEM 10

The issuance of official notice to each employee of the vacation schedule approved for such employee

Employees shall be notified by their supervisor with returned PS Form 1547's and PS Form 3971's either approved or disapproved of their vacation requests by February 21<sup>st</sup> of each year.

In addition, management shall post approved vacation schedule on the appropriate, bulletin boards by February 21<sup>st</sup> of each year and shall provide the Union with a copy of the approved vacation schedule by February 21<sup>st</sup> of each year. This notice shall include the employee's name, seniority date and period approved.

ITEM 11

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

The employer shall, no later than November 1<sup>st</sup> of each year, publicize on bulletin boards and by other appropriate means 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.

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## ITEM 12

### The procedures for submission of application for annual leave during other than the choice vacation period

Employees desiring annual leave during other than the choice vacation period shall submit a written request on PS Form 3971 to their supervisor. The request cannot be submitted more than 45 days in advance. Such leave shall be granted on a first come first served basis. Such requests shall be received and retained in numerical order and the earliest dated request(s) shall be honored in numerical order when sufficient replacements are not available to honor all requests. Employees will be notified within ten (10) days whether the leave has been approved or disapproved for the particular day or days. Failure to timely return the 3971 shall cause the leave request to be approved and scheduled.

## ITEM 13

### The method of selecting employees to work on a holiday

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

- A. All PSE Employees
- B. All PTF Employees
- C. All Full-Time Employees who have volunteered to work their holiday or day designated as their holiday within their bid section or designated work area, seniority prevailing.
- D. All Full-Time Employees who have volunteered to work their non-scheduled day within their bid section or designated work area, seniority prevailing.
- E. All Full-Time Employees who have volunteered to work on their holiday or designated holiday or their non-scheduled day in their bid section or designated work area, and have not been scheduled within their bid section or designated work area, will be utilized in other sections if they have the necessary skills, seniority prevailing and if there are insufficient volunteers from within the specific section in question to meet the holiday scheduling needs.
- F. ALL Full-Time Employees within their bid section or designated work area, who have not volunteered to work their non-scheduled day, with inverse seniority prevailing.
- G. All Full-Time Employees within their bid section or designated work area, who have not volunteered to work their holiday or day designated as their holiday with inverse seniority prevailing.

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*ITEM 13 (continue)*

*All Clerk craft employees shall be considered as possessing the needed skills for manual distribution holiday work except those manual distribution units that require scheme knowledge.*

*The parties agree that only employees who presently hold a bid as a machine operator have the necessary skills to operate the machine relating to the bid assignment on the holiday. Employees that do not currently hold a bid as a machine operator are not considered to have the necessary skills to work on the machine during the holiday period.*

*Management shall schedule PSE employees on all tours to the maximum extent practicable, and utilize the voluntary selection procedure referenced above prior to selecting non-volunteers during the holiday schedule.*

*Approximately thirty (30) days prior to the holiday, Management shall post a notice soliciting volunteers to work the three (3) days of the holiday schedule. The forms attached (Exhibits A, B and C), will be the only forms accepted indicating that employees have volunteered to work the specific holiday as they have indicated on the form. A different form must be filled out for each holiday. The notice will remain posted for ten (10) days and shall state the deadline for submission of volunteer forms, and instructions for where to submit the forms.*

*When the holiday schedule is finalized, management will sit down and review the schedule with the Union prior to posting the schedule. The purpose of this meeting is to try and clarify any disputes regarding the final schedule from the Union's perspective.*

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ITEM 14

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

Section A

1. For purposes of overtime application, the sections identified in Attachment A shall be considered as sections for overtime scheduling on each tour.
2. When overtime is called in manual operations, those employees from the following sections who have the necessary skills and have indicated their desire to have their names on the secondary Overtime Desired List will be considered as available for overtime opportunities when recourse to the Overtime Desired List within the section has been exhausted. The sections comprising the Secondary ODL by tour are as follows;

A. Palatine P & DC

1. AIFSM Mail Processors (non-keyers)
2. Mail Processing Clerks (automation)
3. Mail Processing Clerks (FSS)

The secondary overtime desired list will be comprised of Level Fours, Fives, and Sixes from the sections listed above. This list will be in overall clerk craft seniority order. When employees on the Secondary Overtime list are required to work overtime, it will be on a rotating basis with the first opportunity assigned to the senior employee.

For Manual section overtime on a non-scheduled day, management shall first utilize every manual section ODL employee. If more employees are needed, management shall then utilize Secondary Overtime Desired list employees.

Section B

The Union shall receive a copy of all ODLs during the first week of each quarter. The Union shall receive a copy of all additions, corrections, and deletions to the ODLs.

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*ITEM 14 (continue)*

**Section C**

*The procedure for getting on or off the Overtime Desired list shall be as follows;*

- 1. The employee shall be responsible for submitting the completed overtime form (attachment B) to their supervisor or appropriate manager, two (2) weeks before the beginning of each quarter. The completed overtime desired list form shall be placed in a designated box within the work location.*
- 2. The employee shall indicate whether or not they prefer to work up to ten (10) hours in a day. Those who wish to work up to twelve (12) hours will have an asterisk placed by their name on the ODL.*
- 3. Employees signing up on the ODL shall have their names carried over to following ODLs until such time as they request, in writing, their names be removed from ODL. An employee can have his/her name removed from any ODL at any time by written notification to the appropriate manager on their tour. This employee will then be barred from getting back on the ODL for the remainder of the particular quarter (or subsequent quarters) unless that employee submits their request to be added per the language of Article 8 Section 5 of the National Agreement.*
- 4. An employee will be allowed to have their name added to the ODL if they bid to a different section, tour or craft. An employee will be allowed to have his/her name added to the ODL after the start of the quarter by notification to the appropriate manager, if they are just converted to full-time regular after the sign-up period.*

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**ITEM 14 (continue)**

**Section D**

*The pecking order for scheduling overtime shall be as follows:*

- 1. All full-time employees holding a bid, or assigned to the section, having signed up on the ODL*
- 2. All PSE employees*
- 3. All full-time employees on the secondary ODL, after the Manual Distribution ODL employees have been maximized to 12 hours, by seniority, on a rotating basis, in accordance with Section A.2. of this item.*
- 4. All full-time employees holding a bid or assigned to the section, who have not signed up on the ODL.*
- 5. All full-time regulars and part time regular employees not holding a bid or assigned to the section, who have not signed up on the ODL, by juniority.*

**ATTACHMENT "A"**

- 1. Maintenance Craft – Each occupational Code/Group/Level*
- 2. Bulk Mail Clerks*
- 3. Bulk Mail Technicians*
- 4. Contract Technicians*
- 5. Data Collections Technicians*
- 6. Mail Processing Distribution Clerks – Manual units (includes manual letters, manual flats, bulk business mail, central dispatch, second class, label room, lock box, multi-line breakup, express mail, IPP)*
- 7. Registry Clerks*
- 8. FSS*
- 9. AIFSM Mail Processors*
- 10. General Clerks*
- 11. General Expeditors*
- 12. Mail Processing Clerks (automation)*
- 13. Training Technicians*
- 14. Motor Vehicle Craft – Each Occupational Code/Group/Level*
- 15. Postage Due Clerks*
- 16. Postage Due Technicians*
- 17. Review Clerks*

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#### ITEM 14 (continued) Attachment A

*For the purpose of Manual Distribution overtime, the following Sections shall be included at the bottom of the Manual Distribution ODLs. The Overtime Desired List employees from these sections shall have their seniority merged and placed at the bottom of the Manual Distribution ODLs.*

1. Bulk Mail Clerks
2. Bulk Mail Technicians
3. Registry Clerks
4. General Clerks
5. General Expeditors
6. Postage Due Clerks
7. Postage Due Technicians
8. Review Clerks
9. Data Collection Technicians
10. Contract Technicians

*For the purpose of this provision, the tour of duty on an assignment shall be determined by the starting time of the posted duty assignments in which an employee begins tour at least three (3) days a week, within the following hours:*

1. Tour 1: 8:00 PM thru 3:59 AM
2. Tour 2: 4:00 AM thru 11:59 AM
3. Tour 3: 12:00 Noon thru 7:59 PM

#### ITEM 15

##### *The number of light duty assignments within each craft or occupational group to be reserved for temporary or permanent light duty assignments*

- A. *The number of Light Duty Assignments approved shall be 2% of the assignments in each craft represented by the APWU. If additional assignments are needed per Article 13 requirements, Union and Management shall meet and designate those assignments.*
- B. *Employees whose illness/injury is job related, or who are classified as "regular duty with restrictions" (restrictions in which they are still assigned to their bid assignment), or whose restrictions are maternity related, shall not be counted in the percentages indicated in "A" above.*

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#### 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*

*Any employee recuperating from a serious illness or injury and temporarily unable to perform their assigned duties may submit a written request to the appropriate functional director for a temporary assignment to light duty. The request shall be submitted with a medical statement from a licensed physician, stating when possible, the anticipated duration of the convalescence period and medically defined work limitations. The employer shall review each temporary light duty assignment at least once every ninety (90) days or at any time there is reason to believe the employee is able to perform satisfactorily in other than the light duty assignment occupied.*

#### ITEM 17

*The identification of assignments that are considered light duty within each craft represented in the office*

*Light duty assignments will not be specifically designated, but shall be determined by the employer, taking into consideration the individual's limitations and the need of the service.*

*The parties agree that some of the following job assignments shall be set aside for injured clerks:*

- |                                  |                 |
|----------------------------------|-----------------|
| 1. Manual Letters                | 8. LCREM (LMLM) |
| 2. Manual Flats                  |                 |
| 3. Nixie                         |                 |
| 4. PARS RTS Manual Letters Table |                 |
| 5. Waste Mail – PARS Letters     |                 |
| 6. P.A.R.S. table                |                 |
| 7. Shredder                      |                 |

*The first option for injured employee assignments shall be in their bid assignment, if possible, with reasonable accommodation, referred to as "regular duty with restrictions".*

*The parties may add to this list by mutual agreement, and such agreement shall be put in writing and become part of LMOU.*

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ITEM 18

The identification of assignments comprising a section, when it is proposed to reassign within an installation employee excess to the needs of a section

For the purpose of reassignments within the installation, employees excess to the needs of the section, the following assignments by tour, within the Palatine P & DC, IL. At 1300 East Northwest highway, shall comprise a section:

1. Maintenance Craft – Each occupational Code/Group/Level
2. Bulk Mail Clerk
3. Bulk Mail Technicians
4. Contract Technicians
5. Data Collections Technicians
6. Mail Processing Distribution Clerks – Manual units
7. Registry Clerks
8. FSS
9. AIFSM Mail Processors
10. General Clerks
11. General Expeditors
12. Mail Processors (automation)
13. Training Technicians
14. Motor Vehicle Craft – Each Occupational Code/Group/Level
15. Postage Due Clerks
16. Postage Due Technicians
17. Review Clerks

For the purpose of this provision, the tour of duty on an assignment shall be determined by the starting time of the posted duty assignment in which an employee begins tour at least three (3) days a week, within the following hours:

1. Tour 1: 8:00 PM thru 3:59 AM
2. Tour 2: 4:00 AM thru 11:59 AM
3. Tour 3: 12:00 Noon thru 7:59 PM

As new positions are established within existing locations, or in new locations, the parties shall meet and discuss whether a new section will be established or the new positions shall be included in an existing section. The final resolution of the issue shall be a part of the LMOU.

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ITEM 19

The assignment of employee parking spaces

- A. Parking for all craft employees shall be on a first-come, first-served basis in the following areas: parking lot immediately South of the main entrance to the Palatine P&DC at 1300 East Northwest Highway in Palatine IL., and the two (2) parking lots immediately East of this lot. The West parking lot is reserved for postal vehicles.
- B. There will be designated spaces for bicycles, motorcycles and handicapped parking.
- C. Upon the acquisition of any additional parking spaces, the parties shall meet to determine the allocation of additional parking spaces. Any subsequent agreement between the parties after the acquisition of additional parking spaces shall be incorporated into the LMOU.

ITEM 20

The determination as to whether annual leave to attend Union activities requested prior to the determination of the choice vacation schedule is to be part of the total choice vacation plan

Covered under Item 8 of this LMOU

*WZ/gm*



ITEM 21

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

- A. *The seniority list identified in Item 22.A of this LMOU shall be updated and posted on a quarterly basis. The employer shall furnish the Union a copy of these updated seniority lists on a quarterly basis.*
- B. *If the starting time is changed beyond a one hour radius (but remains on the same tour) of the original posting for Clerk and Motor Vehicle Craft employees (two hour radius for Maintenance Craft employees), the incumbent shall have the option of accepting the new reporting time and the assignment will not be posted. If the incumbent does not accept the new time, the assignment shall be posted for bid.*
- C. *If an assignment with scheme qualification requirements is changed to an assignment without scheme qualification requirements, the assignment shall be reposted for bid. If an assignment without scheme qualifications requirements is changed to an assignment with scheme requirements, the assignment shall be reposted for bid. If the number of scheme items in a scheme assignment is increased by 25%, the incumbent shall have the option of remaining in the assignment. If the incumbent does not accept the new scheme items, the assignment shall be posted for bid.*
- D. *Should the actual duties performed in any duty assignment be changed more than 25% the incumbent shall have the option of remaining in the assignment. If the incumbent does not accept the change in duties, the assignment shall be posted for bid.*
- E. *If the principal assignment area of the duty assignment is changed, the assignment shall be reposted for bid. The Union shall be notified, in writing, of any such changes, prior to reposting the position.*

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ITEM 22

Local implementation of the Agreement relating to seniority, reassignments and postings

A. *Seniority*

1. *The employer shall maintain the following Full-time clerk craft seniority lists:*
  - A. *Level 4, 5, 6, and 7 Senior Qualified Clerks*
  - B. *Part-time flexible roll*
2. *The employer shall maintain the following Maintenance Craft seniority lists:*
  - A. *All Maintenance Craft employees by seniority*
  - B. *All Maintenance Craft employees by occupation group and level seniority*
3. *The employer shall maintain the following Motor Vehicle Craft seniority lists:*
  - A. *All Motor Vehicle Craft employees by service seniority.*
  - B. *All Motor Vehicle Craft employees by occupation group and level seniority.*
  - C. *Part-time flexible employees within each occupation group and level.*

B. *Reassignments*

1. *At the beginning of each accounting period when changes are made in the authorized complement, the Employer shall notify the Union of these changes and provide the Union with an updated copy of the complement.*
2. *The Employer shall consult/discuss with the Union regarding changes of work schedules for employees in crafts for which the Union has exclusive recognition prior to implementing any such changes. If the Employer decides to change the work schedules for any vacant duty assignment, the Union shall be notified in writing and a notice shall be posted on the appropriate bid boards advising of the action taken.*

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*ITEM 22 (continued) seniority, reassignments and postings*

3. The Employer shall continue to maintain a skills bank which will contain the names of employees and the skills each employee has indicated they possess. Management will determine if the need for a temporary detail to an APWU bargaining unit assignment is anticipated to be of one week (or five working days) duration or longer.

The first opportunity for such detail will be afforded to the senior, qualified, eligible and available employee in the immediate work area who possess the necessary skills and listed their name in the skills bank prior to assigning such detail assignments to junior bargaining unit employees.

If the detail assignment is anticipated to extend beyond 90 days, the Employer will assess the need for continuation of the detail assignment.

4. All full-time Tractor trailer operator assignments shall be posted for bid during the first pay period in November each year, if the Union so requests.

5. Residual assignments will be posted for bid for unassigned regular employees subject to reassignment no less frequently than once each calendar quarter.

6. The employer will maintain a notice at each official bulletin board, providing information regarding promotional opportunities and procedures for all craft employees. Employees seeking promotional opportunities shall be scheduled to take necessary examinations immediately following the end of the calendar quarter.

7. Copies of all PS Form 1723's shall be provided to the Union on a weekly basis.

**C. Posting**

1. All Clerk Craft vacancy and award notices shall be posted in locked glass enclosed bulletin boards along the South wall on the first floor at the Palatine P & DC.

2. All Maintenance Craft notices of intent shall be posted in locked, glass enclosed bulletin boards on the wall outside the Maintenance Control on the first floor, and along the South wall on the first floor at the Palatine P&DC.

3. All Motor Vehicle Craft vacancy notices shall be posted in locked glass enclosed bulletin boards on the wall inside the dispatch room on the West side of the second floor at the Palatine P & DC, and on the South wall on the first floor at the Palatine P & DC.

The provisions in 1, 2, and 3 above shall be open for negotiations, beginning 30 days prior to the addition of additional work locations of craft employees.

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*ITEM 22 (continued) seniority, reassignments and postings*

*4. In addition to the information required in the craft articles all vacancy notices and notices of intent shall include the following information.*

*A. Posting number*

*B. Posting date*

*C. Closing time and date*

*5. Two (2) copies of all vacancy notices and notices of intent shall be furnished to the Union on the date posted.*

*6. At each bid posting area, management shall maintain a full supply of PS Forms 1717 and 991. Management shall maintain a full supply of Maintenance Craft Preferred Assignment Withdrawal Request Forms, at the bulletin board identified in (2) above.*

*7a. Both PS Form 1717 and Form 991 (the first three<3>pages only) shall be utilized for the submission of applications for assignments awarded on a best-qualified basis.*

*7b. Maintenance Craft – NSD Maintenance Craft Preferred Assignment Withdrawal Request forms shall be utilized by employees in response to Maintenance Craft Notices of Intent.*

*Properly completed Maintenance forms described above shall be placed into the bid boxes provided. Upon receipt of either form, the Employer shall detach the bid receipt, date stamp it, and mail it to the address provided.*

*8a. Within ten (10) days after the closing date for a posting (8 days in the Maintenance craft), the employer shall post an award notice for each vacancy posted, including:*

*A. The job ID number*

*B. Starting time*

*C. NS days*

*D. The senior or successful bidder*

*E. Seniority dates*

*This award notice shall also include the posting number and the date the results are posted.*

*8b. In addition, for Clerk Craft award notices exceeding five positions, the Employer shall post a notice listing in alphabetical order the names, seniority dates, and job ID number for each employee listed as a senior bidder on the posted bid result notice.*

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**ITEM 22 (continued) seniority, reassignments and posting**

*8c. When bids are awarded for senior qualified positions, management will post a notice indicating the date that the resulting vacancies will be posted.*

*8d. Two (2) copies of all award notices, including the alphabetical listing (where applicable) shall be furnished to the Union on the date the notice is posted.*

*9. Live bidder letters submitted in accordance with Article 37 Section 3.F. of the National Agreement shall be placed in any Clerk Craft bid box. Bids withdrawn in accordance with Article 37 Section 3.A.7 or Article 39 Section 2.D. 10, shall be placed in the appropriate craft bid box.*

**Representation**

- A. Upon written request, the Palatine P&DC Labor-Management committee shall meet bi-monthly or more often as mutually agreed upon by both parties.*
- B. The Employer will furnish the Union with copies of the Postal and Regional bulletins as published and received at the facility.*
- C. Upon request for labor-Management committee meetings the requestee shall submit items on the agenda for discussion.*
- D. There shall be a special Christmas meeting called on or before December 7<sup>th</sup> of each year.*
- E. The Union may request in writing, to use the Public Address System for special announcements. The Installation head, or his/her designee, shall approve or disapprove the request.*

**Bulletin Boards**

*The Employer shall provide the following glass enclosed bulletin boards for the Union in the Palatine P &DC:*

- 1. One for the exclusive use of the Union in the present location outside the Union room on the East wall of the second floor, approximately 3 feet long and 6 feet wide.*
- 2. One for the exclusive use of the Union in the present location on the Southwest wall on the first floor, approximately 3 feet long and 6 feet wide.*
- 3. One on the wall inside the dispatch room on the second floor of the West dock, approximately 3 feet long and 3 feet wide.*

**Miscellaneous**

- A. Except in cases of emergency, required overtime schedules for employees shall be called at least one-half (1/2) hour prior to the end of the employee's tour.*

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**B. The following pecking order shall be used when management must move employees from one unit to another, on days other than a holiday schedule:**

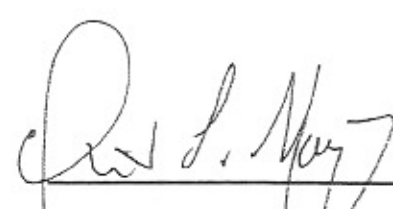
1. *Volunteers by seniority*
2. *All PSES*
3. *Employees working on a detail by juniority*
4. *All unencumbered employees by juniority*
5. *All part-time regular employees holding a bid in the unit*
6. *Bid employees on the ODL working overtime, by juniority*
7. *Bid employees not on the ODL, working overtime, by juniority*
8. *Bid employees not on overtime, by juniority*

**C. The following pecking order shall be used when management must move employees from one unit to another, during a holiday schedule day:**

1. *Volunteers by seniority*
2. *All PSES*
3. *Employees working on a detail by juniority*
4. *All unencumbered employees by juniority*
5. *All part-time regular employees holding a bid in the unit*
6. *Bid employees, who volunteered to work their holiday/NS day, by juniority (holiday / NS day employees merged)*
7. *Bid employees, required to work the holiday/NS day, by juniority (holiday/ NS day employees merged)*
8. *Bid employees on their normal bid day (not holiday), by juniority*

  
For the APWU

CCS/600

  
For the USPS - Palatine P&DC