

**LOCAL MEMORANDUM OF UNDERSTANDING**

**U.S.P.S. AND A.P.W.U.**

**Glencoe, IL.**

**NOVEMBER 2025**

*B*

## **PREAMBLE**

This Memorandum of Understanding is entered into to supplement the National Collective Bargaining Agreement and represents and constitutes an Agreement between the Glencoe Post Office, United States Postal Service, hereinafter the employer, and the Northwest Illinois Area Local of the American Postal Workers Union, in regards to rights and obligations of the parties.

## **DURATION**

This Memorandum of Understanding shall remain in full force and effective for the duration of the 2024 National Collective Bargaining Agreement.

## **SEPARABILITY**

Should any part of the Memorandum of Understanding or any provision contained herein, be rendered or declared invalid, by reason of an existing or subsequently enacted legislation or by court of competent jurisdiction, such invalidation of such part or provision of the 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 periods**

The employer shall grant two (2) wash-up periods to all APWU bargaining unit employees. A two (2) to three (3) minute period at lunch, and a two (2) to three (3) minute period at the end of tour. Additional wash-up time shall be granted to those employees who work with toxic material or perform greasy or extra dirty work.

### **ITEM 2**

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

A regular work week of five (5) days with fixed days off is established for all regular full-time APWU bargaining unit employees

### 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**

The decision for curtailment of postal operations to conform to the orders of local authorities, or as local conditions warrant because of emergency conditions, shall be made by the installation head. When the decision has been reached to curtail postal operations, to the extent possible, management will notify and seek cooperation of local radio and television stations to inform employees.

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 local leave program**

- A. The leave program as outlined in Item 4 through 12 of this Agreement shall constitute the leave policy at the Glencoe Post Office
- B. The APWU bargaining unit shall select their choice vacation period on a calendar provided for this purpose beginning the first full service week in November. Selections will be made beginning with the senior employee and must be passed along to the next employee in order of seniority. The calendar shall not leave the office. Each employee may hold the leave calendar for not more than three (3) calendar days. This process must be completed no later than December 15<sup>th</sup> of each year. PSE employees can only make a selection after all career employees have made their selection.
- C. The calendar selections shall be accompanied by a PS Form 3971 submitted in triplicate. The approved PS Form 3971 shall be postmarked and returned to the employee upon submission.
- D. All requests for incidental leave during the choice vacation period and available on the C.V.P. calendar shall be submitted on PS Form 3971 in triplicate, only after the C.V.P. calendar is posted. A signed copy shall be returned to the employee to serve as a receipt of application. Leave shall be approved on a first come first served basis to the



negotiated quota shown in Item 9 of this agreement.

E. The request for incidental leave must be approved or disapproved within seven (7) days after it is submitted or it shall be considered as approved and scheduled.

F. Leave requested in addition to the negotiated quota will be approved on the basis of equity. Employee will be notified of approval or disapproval on the Wednesday prior to the scheduled work week.

G. Emergency annual leave must be approved based on equity and handled in accordance with Chapter 510 of the ELM.

#### ITEM 5

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

The choice vacation period shall be from the first date of the leave year per Item 4 of this LMOU through November 30, and from December 25 through the end of the leave year.

#### ITEM 6

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

All vacations shall begin on a Monday, unless the Postmaster/Designee and the employee agree to a different day in an instant case.

#### 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 of annual leave may request either/or

1. One vacation consisting of one week
2. One vacation consisting of two consecutive weeks
3. Two vacations consisting of two non-consecutive weeks

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



1. One vacation consisting of one week
2. Two vacations consisting of two non-consecutive weeks
3. One vacation consisting of two consecutive weeks
4. One vacation consisting of one week and a non connecting vacation consisting of two consecutive weeks.
5. One vacation consisting of three consecutive weeks

#### **ITEM 8**

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

When an employee is required to attend a State or National Union Convention during his/her scheduled vacation period, he/she shall be eligible to make another selection during the choice vacation period.

When an employee is called to serve on Jury Duty during his/her scheduled vacation period, he/she shall be eligible to make another selection during the choice vacation period.

The employee shall notify the Postmaster/designee as soon as possible and the time used shall not be counted against choice vacation period.

#### **ITEM 9**

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

The maximum number of APWU bargaining unit employees allowed on annual leave will be calculated on a percentage basis as indicated below. The actual number of employees annual slots will be recalculated at the beginning of each leave year, during the life of this contract based on the percentage stated below.

<b>Month</b>	<b>Maximum allowed on Annual leave</b>
January	16.7%
February	16.7%



March	16.7%
April	16.7%
May	16.7%
June	16.7%
July	16.7%
August	16.7%
September	16.7%
October	16.7%
November	16.7%
December	16.7%

The principles of standard rounding shall apply when determining the number of employees based on percentage. (Example 1.5=2, 1.4=1).

#### **ITEM 10**

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

Vacation schedules must be posted no later than December 31<sup>st</sup> of each year

#### **ITEM 11**

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

Notification of the new leave year must be posted no later than November 1<sup>st</sup> of each year.

#### **ITEM 12**

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

Leave requested outside the choice vacation period shall be granted on a first come first served basis. Employees shall be notified within ten (10) days of the beginning day of their leave, whether the request has been approved or disapproved.

#### **ITEM 13**

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

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

- A. All part time flexible employees (even if overtime is necessary)
- B. All full time employees who have volunteered to work their holiday or day designated as their holiday by seniority.
- C. All full time employees who have volunteered to work their non-scheduled day by seniority.
- D. All PSE employees
- F. Full time employees who have not volunteered to work their non-scheduled day, by juniority
- G. Full time employees who have not volunteered to work their holiday or day designated as their holiday, by juniority.

Management shall schedule casuals and PTF employees to the maximum extent practicable, and utilize the voluntary selection procedure referenced above prior to selecting non-volunteers during the holiday schedule.

Management will 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.

**ITEM 14**

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

There shall be a separate ODL for Non-Scheduled Day overtime, and for extended schedule overtime (before tour or end tour overtime).

For NS Day overtime, there shall be two sections, window clerks and distribution clerks.

For extended schedule overtime, there shall be three sections as follows:

- 1. Window clerks
- 2. Distribution clerks
- 3. Distribution clerks who start from 6:01 AM through 12 Noon

**ITEM 15**

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

When an employee requires light duty after an injury or sickness the Postmaster/Designee shall meet with the Union Designee and the employee. This meeting shall determine if work is available, a list of duties assigned to the employee (agreed upon between the above mentioned parties) shall be recorded at this meeting and shall comprise the employee's work assignment until the employee returns to his/her regular assignment. This list shall be subject to re-evaluation at the request of the employer, employee or the Union.

**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**

Management shall notify the Union whenever an injured carrier is assigned clerk craft work and no carrier craft employee shall be assigned clerk craft or maintenance craft work to the detriment of any APWU bargaining unit employee.

**ITEM 17**

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

Clerk craft light duty assignments shall include letter cases, answering the telephone, mark-up, typing, unclaimed mail and other work upon mutual agreement.

**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**

When it is proposed to excess to the needs of the section within the installation the following shall constitute a section.

- A - Office wide distribution
- B - Window clerk

**ITEM 19**

**The assignment of employee parking spaces**



If parking spaces become available the parties shall meet and discuss assignment of those spaces. Final resolution of this issue will be included in this LMOU under Item 19. The same for a bicycle rack.

#### 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

When an official APWU activity occurs during the choice vacation period, APWU bargaining unit employees designated to attend will make arrangements as soon as possible. Management will take necessary steps to ensure that as many designees as possible are allowed to attend as long as no other employee's choice vacation period is adversely affected. This leave will not exceed the limits set forth in Item 9.

#### ITEM 21

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

- A. Except in emergencies, employees must be notified of overtime requirements at least one half (1/2) hour prior to end of tour.
- B. Upon written request, management and the Union shall meet quarterly, or more often as mutually agreed upon by the parties.
- C. All Craft employees, upon written request, will be given an appointed time and date and allowed to inspect their Official Personnel Folders.

#### ITEM 22

Local implementation of this Agreement relating to seniority, reassignments and posting:

- A. The seniority list shall be updated quarterly, providing changes occurred in the previous quarter.
- B. If the starting time is changed beyond a one (1) hour radius (but remains on the same tour) of the original posting for Clerk and (or a two <2> hour radius for Maintenance Craft employees), the incumbent shall have the option of accepting the new reporting time and the assignment shall not be posted for bid. If the incumbent does not accept the new starting time, the assignment shall be posted for bid.

- C. Should the actual duties performed in any duty assignment be changed more than 50%, 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.
- D. If the principal area of the duty assignment is changed, the assignment shall be posted for bid. The Union shall be notified, in writing, of any such changes, prior to the reposting of the position.
- E. The Employer shall consult/discuss with the Union regarding changes in work schedules for employees in crafts for which the Union has exclusive recognition prior to implementing any such changes.
- F. **Management shall provide the Local Union President with a copy of all bid postings and awards on the day they are posted.**
- G. **A copy of all reversion notices, shall be furnished to the Union on the date the notice is posted, or the first possible date.**

This Local Memorandum of Understanding covers all other crafts which the American Postal Workers Union has exclusive recognition.

This Memorandum of Understanding is entered into in November 2025, at the Glencoe Post Office in Glencoe, Illinois 60022 by and between the representatives of the United States Postal Service, Glencoe Office and the designated representative of the Northwest Illinois Area local, of the American Postal Workers Union, AFL-CIO, pursuant to the local implementation provision of the extension of the 2024 National Collective Bargaining Agreement.



USPS



APWU