

# **LOCAL MEMORANDUM OF UNDERSTANDING**

**U.S.P.S. AND A.P.W.U.  
Wheeling, IL 60090**

**November 2025**

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## **PREAMBLE**

This Memorandum of Understanding made and entered into to supplement the National Collective Bargaining Agreement and represents and constitutes an Agreement between the Wheeling, IL 60090 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 this Memorandum of Understanding or any provisions contained herein be rendered or declared invalid reasons of any existing or subsequently enacted legislation or by a court of competent jurisdiction, such invalidation of such part of a provision of the Memorandum of Understanding shall not invalidate the remaining portions of the Memorandum of Understanding, and they shall remain in full force and effect.

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ITEM 1 WASH-UP PERIODS

All members of the clerk craft shall be given reasonable wash-up time as needed.

ITEM 2 ESTABLISHMENT OF BASIC WORK WEEK


The regular work week for Full-Time Regular employees shall consist of five (5) days with fixed days off. A minimum of 50% of the Full-Time clerk craft work force shall be assigned fixed non-scheduled days of either Saturday/Sunday or Sunday/Monday.

ITEM 3 EMERGENCY CONDITIONS

- A. Employees shall be given other leave and not charged annual leave when the following is applicable:
1. Administrative leave is absence from duty authorized by appropriate postal officials without charge to annual or sick leave and without loss of pay. "Acts of God" involve community disasters such as fire, flood or storms. The disaster situation must be general rather than personal in scope and impact. It must prevent groups of employees from working or reporting to work.
  2. If it becomes apparent that a total shutdown of services is imminent. Management will make every effort to communicate this fact to employees by phone or other effective means.

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ITEM 4-LEAVE PROGRAM

- A. All bids for annual leave shall be submitted in duplicate using form 3971.
  1. Form 3971 shall be returned to employee with the appropriate supervisors signature.
  2. As soon as an employees vacation period is approved, it shall be posted to the chart calendar.
  3. A cancelled leave week shall be opened for bid. Requests to cancel leave shall be made no later than 14 days in advance. All cancelled leave will be reposted for bid provided 14 days in advance are given.
  4. Management shall furnish each employee with the necessary form to submit his/her selection for annual leave, according to his/her standing on the seniority list.
  5. Each employee shall be given two working days to make his/her selection. An employee not making a selection during his/her allowed two days will have to wait until all other clerk craft employees have taken their turn.
  6. Any request by the Union for a change in the formulation of the leave program may be granted at the discretion of the Postmaster.
  7. All members of the clerk craft who earn annual leave, shall be eligible to bid according to their standing on the seniority list.
  8. In the event an employee is absent in excess of two days he shall notify an Union Steward of his intention during his selection period. This notification shall consist of a written, backstamped notice. If the employee does not give notification of his intention and is absent in excess of two days Item 4 number 5 will apply. The union steward shall be authorized to bid for the employees selection as defined in his letter of intention when it is the employees turn.
  9. The bidding process shall not be delayed by more than two days unless a Holiday is connected to the employees regular scheduled days off. The bidding process may be delayed no more than 3 days.
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- B. The number of clerk craft employees on annual leave shall be determined by rounds. The following definitions shall define the appropriate sections for round two:
1. Customer Services Section--Any clerk craft employee with a floating credit in excess of \$1500.
  2. Mail Processing Section--All craft employees not specifically mentioned in "Other" and "Customer Services" section.
  3. Other--Regular full time clerk craft employees who have primary responsibility of timekeeping, finance, general clerk, am accountable clerk, phone answerer, nixie clerk and bulk mail clerk. One craft employee for each of these areas designated as the primary backup by the Postmaster. The Postmaster will post designated backup employees by Jan. 1st of each year.
- C. The employer shall schedule in conjunction with the union, a Labor/ Maagement meeting no less than tree service days prior to Jan. 1st. The primary purpose of this meeting shall be to establish the seniority list to be used in the bidding process for annual leave.
1. No less than two days prior to the bidding period the employer shall post on the official bulletin board the seniority list which shall remain effective until the next bidding period.
- D. Employees who do not have adequate annual leave to cover selectins within the choice period, due to prior emergencies, may be considered for LWOP to cover the absence only at the discretion of the Postmaster.
- E. If an employees earned annual leave is less than 40 hours two weeks prior to selected week, annual leave must be canceled to equal hours earned or management will cancel the entire week.

ITEM 5--CHOICE VACATION PERIOD

First full week of April thru last full week of September.

ITEM 6--Vacation Start Day

Vacation periods shall start on Monday and end on Sunday.



ITEM 7-- Splitting Vacation Choice

There will be one complete bidding period for the new leave year, consisting of two rounds. At the close of the first round, the bidding process will be repeated. An employee may request annual leave for each round as follows:

1. One selection of two weeks at different times, or
2. One selection of one week at one time and two weeks at another time, or
3. One selection of three consecutive weeks.

ITEM 8--JURY DUTY OR MILITARY LEAVE

An employee who is called to jury duty or unscheduled to military duty during his scheduled choice vacation period, shall be eligible to select another available period in the choice vacation period according to seniority by section. The employees original selection shall be considered vacant and shall be posted for bid.


ITEM 9--NUMBER PERMITTED VACATION

The number of employees granted annual leave during choice period will a maximum of 20% of the clerk craft by seniority for the first round. The numbers of employees granted annual leave during choice period will be 20% of the total clerk craft divided between sections. For 1992 the number of clerks granted annual leave during 2nd round will be, 1 customer service, 2 others, and 3 mail processing clerks.

The designated other backup will not be granted annual leave during the same time as the primary other that they are backing up.

ITEM 10--VACATION NOTICES

Included in Item 4.



#### ITEM 11--LEAVE YEAR NOTICE

Notice of new leave year shall be posted by the first pay period of March. Notice shall consist of calendar chart which will be posted where all employees may study it and the number of employees off per section. The date the first round will begin will be the first full pay period of March and will be posted.

#### ITEM 12--ANNUAL LEAVE REQUEST AFTER VACATION SELECTIONS

First come first serve will be defined as any 3971 submitted between 1am and 7pm are considered the same day and will be approved by seniority. All annual leave request may be submitted 60 days in advance and not less than ten days prior to time needed, providing request is for on week. Leave slips submitted in this fashion will be granted if any opening is on the leave chart for that week. Leave will be granted by seniority and section on a first come first serve basis. The appropriate supervisor will notify the employee in 72 hours of leave request as to decision of request. The number allowed off in for 1992 will be 2 for mail processing, one for others, and one for customer services. Other leave requested for less than one week may be submitted 14 days prior on a first come first served basis. The appropriate supervisor will notify the employee in 72 hours of leave request as to the decision of the request.


#### ITEM 13--HOLIDAY SCHEDULING

Holiday desired list to be posted 14 days prior to posting of holiday schedule.

The following pecking order shall be used when scheduling employees to work:

1. All Casuals will work.
2. PTF volunteers by date of service provided not used for backup and are qualified.
3. PTF no-volunteers by inverse date of service.
4. Volunteers, full and part time fixed scheduled employees by seniority.
  - a. Whose regular schedule includes that day.
  - b. Whose regular schedule does not include that day.
5. Non-volunteers, full and part time fixed scheduled employees by inverse seniority.
  - a. Whose regular schedule does not include that day.
  - b. Whose regular schedule includes that day.

Holiday schedules will be posted by 9am for Tour 1 and 3pm for Tour 2.



ITEM 14--OVERTIME DESIRED LIST

Overtime desired list shall consist of two tours. Tour 1 is any employee who starts before 6am. Tour 2 is any employee who start at 6am or after. Overtime desired list sign up shall be posted in accordance with the National Agreement. There shall be a list for those wishing to work their non-scheduled day and a list for those wishing to work overtime on a scheduled day. All final lists will be posted by tour and seniority. ~~Selection of overtime will be by seniority and will be distributed evenly~~ through out the quarter. An employee will be notified of overtime as soon as possible but not less than one and a half hours prior to desired starting or ending time.

ITEM 15--Identification of Light Duty

The number of light duty assignments shall be governed by the number of ill or injured employees who qualify for such light duty. To the maximum extent possible said duty shall consist of work within the employees own craft.

ITEM 16--REQUESTS FOR LIGHT DUTY

Request for light duty will be in accordance with Article 13 of the National Agreement.

Light duty assignments shall not be established which will "bump" an employee from a regular bid position. Light duty assignments will be created from work that is supplemental to regular assignments.

ITEM 17--IDENTIFICATION OF LIGHT DUTY ASSIGNMENTS

- A. The Union will be advised monthly of employees on light duty in writing.
- B. No craft employees on light duty will be assigned to another tour unless there is no light duty work available on his/her tour.
- C. When a light duty employee is to revert to his/her normal assignment the union will be notified in writing.
- D. Employees will be assigned to temporary light duty that they are capable of performing within their craft, consistent with limitations specified in the physicians certifications for light duty.
- E. No other craft employee will be assigned light duty in the clerk craft.



#### **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.**

In the event the employer determines that it is necessary to reduce the number of employees on a tour, or within a section within the installation, the excessing shall be by section as defined in Article 12 Section 5 C of the National Agreement.

#### **ITEM 19**

**The assignment of employee parking spaces.**

Management will make space available in excess of the needs of the Service on a first come – first served 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.**

Union officials and delegates shall be granted LWOP or A/L for the purpose of attending official union related events. Union activities time shall not be charged to employees choice vacation selection.

#### **ITEM 21**

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

When a bid duty assignment is reverted, the Local Union President shall be furnished with a copy of the posting.



## Item 22

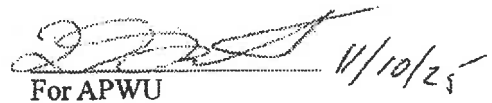
### Local implementation of this Agreement relating to seniority, reassignments, and posting

1. Seniority list to be updated and furnished to the union as the need arises.
2. If an incumbent's **bid** has a sufficient change of duties, knowledge requirements or principal assignment area on a regular basis, the incumbent's **bid** shall be reposted for bid. The term "significant" is understood to mean more than 25% of the incumbents **bid** worked on or in a different operation, or an operation which the incumbent had not been utilized in previously.
3. If an incumbent's **bid** has a change in starting time in excess of one hours, but no greater than two hours, the incumbent shall retain the **bid** if he/she concurs with the employer. If there is no concurrence with the employer, the **bid** shall be reposted for bid.
4. A bid assignment shall not be reposted for bid if the incumbent wishes to retain the **bid**, provided the incumbent has held the bid assignment for a minimum of one year, and is not in conflict or inconsistent with the provisions of Item 21, 2 and 3.
5. The length of time for posting the notice for bids shall be ten (10) working days.
6. All bids will be placed in a sealed envelope and placed in a bid box, not to be opened before the date of the end of posting. All bids to be opened in front of the union president or designee.
7. The successful bidder must be placed in the new assignment on the first full pay period after posting.
8. Management shall furnish the local Union President with all bid postings and awards.

### Closing

This Memorandum of Understanding consisting of nine (9) pages (and cover), constitutes the entire agreement of the items defined as negotiable under the provisions of Article 30 of the 2024 National Collective Bargaining Agreement and it's extensions. Any changes due to Impasse negotiations shall be signed by the parties and shall be incorporated into this agreement.

  
For USPS

  
For APWU