

Item 1: **Additional or longer wash-up periods. (IMPASSE RESOLVED 12/17/02)**

A reasonable amount of wash-up time will be granted to those employees who perform dirty work or work with toxic materials, based on individual circumstances. The amount of wash-up time granted each employee shall be subject to the grievance procedures.

Item 2: **The establishment of a regular work week of five days with either fixed or rotating days off.**

All full-time employees will have fixed days off.

Item 3: **Guidelines for curtailment or termination of Postal operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions. (Management Impasse 2006-2010 LMOU Negotiations)**

A. Whenever a traveler's advisory exists, employees who are scheduled to work and who believe conditions are so hazardous as to make it unsafe to drive, may request appropriate leave. No employee shall be disciplined solely because he/she requested leave in such conditions.

B. The Clerk/Messengers shall have the right to request the curtailment of the delivery of mail on their regular runs to comply with any emergency request made by local (city or county), state, and federal officials, or anything that may be an endangerment to his/her life or limb. The Clerk/Messenger will request, from his/her supervisor at the time, permission for the curtailment.

C. If a handicapped employee confined to a wheelchair requests to be released during inclement weather or hazardous driving conditions, and such leave is unjustly denied, such employee will be authorized to pursue this matter through the appropriate chain of command. If this occurs outside of normal administrative hours, such employee may call the Labor Relations Representative at his/her place of residence, and the telephone number will be provided by the appropriate supervisor.

Item 4: **Formulation of Local Leave Program.**

A. Leave approved for choice vacation period will automatically be canceled if the employee does not have an adequate balance of leave to his/her credit. Leave Without Pay (LWOP) may be approved after the employee submits an additional PS Form 3971 requesting LWOP for the remainder of this previously approved choice vacation period. Each request for LWOP is examined closely and a decision is made based on the needs of the employee, the needs of the USPS, and the cost to the USPS.

B. Employees are expected to use vacation time awarded during the vacation planning program; however, they may cancel all or a portion thereof in five (5) day increments. Notification of canceled leave is to be made on PS Form 3971 at least two (2) weeks prior to the beginning date of the vacation period to the supervisor over the unit where the vacation chart is posted. The only exception to the two-week notice period will be through the approval of the Manager, Human Resources, and the General President of the Charlotte Area Local, APWU (or their designees). The Employer agrees to post such vacated leave slots for preference by seniority, provided the vacancy occurred at least two (2) weeks prior to the service week in which the vacancy is available. Such vacated leave will remain posted for seven (7) calendar days next to the vacation planning charts and awarded on the eighth (8th) day.

C. Management will circulate a roster sheet at the beginning of the sign-up period(s) so that employees can select their choice vacation time. The sign-up period(s) will be defined as follows:

Clerk Craft and Motor Vehicle Craft two (2) periods as follows:

Period 1 - December 1 through January 5

Period 2 - April 1 through April 30

Maintenance Craft only one (1) period:

November 1 through December 31

D. It is agreed that when all employees within a section have had the opportunity to select a single choice within the choice period, the vacation schedule will be opened for another choice or selection during the choice period.

E. Annual leave during the choice vacation period will not exceed a total of fifteen (15) days without approval of the Postmaster, Plant Manager, or designee.

F. Annual leave will be granted on the basis of installation seniority within sections, consistent with the choice vacation procedure.

G. In the Motor Vehicle Craft - previously committed annual leave will not be changed if an MVS employee moves to another section within the craft unless agreed to by the affected MVS employee. PS Forms 3971 will follow employees.

H. For the purpose of annual leave, sections are defined as follows:

1. Mail Processing Operations:

a. Charlotte Plant - by Tour, by section as define below:

➤ Mail Processors- Automation Letters

➤ Mail Processors – Automation Flats

- Manual by Pay Location
- Registry Section

b. NorthPark P& D Annex - by Tour, by section as define below:

- Mail Processing Clerks – Automation Letters
- Mail Processing Clerks – Automation Flats
- Manual by Pay Location

c. Logistics and Distribution Center – by Tour, by section as defined below:

- SPBS
- Mail Processing Clerks
- Manual by Pay Location

d. Customer Service Operations - by Classified Station/Branch, by Tour

e. Computerized Forwarding System - by Tour

2. Motor Vehicles Operations:

- Vehicle Operations
- Vehicle Maintenance
  1. Mechanics
  2. Office/Administrative Personnel

3. Maintenance Craft - by Tour, by Pay Location.

Each of the following groups shall be identified as a separate section:

- Maintenance Mechanics MM-5, Letter Box Mechanic LE - 6
- Maintenance Mechanics MP-7
- Electronic Technicians ET-9
- Building Equipment Mechanics BE-7, Electricians EL-6, Area
- Maintenance Technicians AM-8, Area Maintenance Specialist AM -7, Postal Machine Mechanic PM - 6
- Custodians CU-2, Custodial Laborers, LC-3
- Maintenance Support Clerks SC- 6, Maintenance Support Clerks SC-5
- NorthPark P&D Annex - Maintenance Mechanics MM 5, Building Equipment Mechanics BEM-7, Maintenance Mechanic MP-7 and Electronic Technician ET-9
- NorthPark P&D Annex - Custodial Laborers LC -3
- AirMail Facility - Custodial Laborers LC- 3

I. Whenever the creation of new units or sections occurs, the newly created units/sections will be identified for purposes of annual leave.

J. Employees may utilize annual and sick leave in conjunction with LWOP, subject to approval of the leave in accordance with normal leave approval procedures. The employer is not obligated to approve such leave for the last hour of the employee's scheduled workday prior to and/or the first hour of the employee's scheduled workday after a holiday.

**Item 5: The duration of the choice vacation period(s).**

A. The Maintenance Craft shall have one choice vacation period from January 15 through the week that includes November 30.

B. The Clerk Craft and Motor Vehicle Craft shall divide the vacation period into two periods as follows:

- Period 1 - January 15 through the week that includes April 30<sup>th</sup>.
- Period 2 - End of Period 1 through the week that includes November 30<sup>th</sup>.

**Item 6: The determination of the beginning day of an employees vacation period.**

A. Motor Vehicle Craft:

The beginning day of an employee's vacation week will be Saturday.

B. Clerk/Maintenance Crafts:

An employee's vacation period will begin on his/her first scheduled workday following his/her two (2) non-scheduled days. Employees with split days off will have their vacation period begin on Monday. Supervisors shall make every effort to avoid scheduling employees for overtime on holidays or days off immediately preceding or immediately following scheduled choice vacation period(s).

1. Clerk/Messenger's vacation week shall be Monday through Sunday, unless it is mutually agreed by management and the Clerk/ Messenger to have a different vacation week to coincide with his/her off days. If the vacation week is other than Monday through Sunday, consideration will be given at the end of the sign-up period.

C. All Crafts: Holidays and days off that fall within a vacation week shall be part of the vacation week.

**Item 7: Whether employees at their option may request two selections during the choice vacation period, in increments of five or ten days.**

Employees may get two selections in accordance with Article 10, Section 3.D of the National Agreement. The two choice selections can be in either period or both selections in one period, not to exceed a total of two selections.

**Item 8: Whether jury duty and attendance at National or State Conventions shall be charged to the choice vacation period.**

A. Jury duty will not be counted as part of the quota off during the choice vacation period. An employee attending a National or State convention during the choice vacation period will be counted in the number of employees scheduled off during the choice vacation period(s), but not counted as one of the two choice selections.

B. Prior to March 1, the Union will notify the Manager, Human Resources of the dates for Union convention(s) and the number of positions in each section that should be blocked off.

C. The supervisor will be responsible for blocking these weeks within the guaranteed minimum for the authorized number off.

D. If an employee is called to jury duty during his/her scheduled choice vacation period, this employee shall be granted an additional selection.

**Item 9: Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.**

A. At least 14 percent of employees, by section, may be off for choice vacation leave for the months of April through September. At least 10 percent of employees, by section, may be off for choice vacation leave for the months of January 15 through March and October through November. These percentages cover all crafts. **(Management Impasse 2006-2010 LMOU Negotiations)**

B. Fractional numbers of .5 or higher will be carried to the next higher whole number, which will be the number of employees allowed simultaneous leave during the choice vacation period.

C. If at any time management is able to exceed the guaranteed percentage(s) as defined in Item 9.A and Item 12.F during periods of low volume, an announcement shall be made to the section so that all employees will be equally informed.

**Item 10: The issuance of official notices to each employee of the vacation schedule approved for such employee.**

A. All affected employees will be reasonably notified no later than twenty (20) days prior to the sign-up period(s), informing the employees of the process. This will allow all employees time to decide on their choice weeks prior to the circulation of the vacation roster/spreadsheet. When the vacation roster/spreadsheet is circulated to employees, he/she will be given twenty-four (24) hours to make their selections and sign the vacation roster/spreadsheet. Sign-up periods for choice vacation are defined in Item 4.C. **5**

1. Sections for the purpose of choice vacation and other annual leave are defined in Item 4.H. Periods for choice vacation are defined in Item 5.

**Item 11: Determination of the date and means of notifying employees of the beginning of the new leave year.**

Employees will be notified of the beginning of the new leave year by management posting a notice on all official bulletin boards by November 1 each year.

<u>Leave Year</u>	<u>Beginning Date</u>	<u>Ending Date</u>
2007/PP2	January 6, 2007	January 4, 2008
2008/PP2	January 5, 2008	January 2, 2009
2009/PP2	January 3, 2009	January 1, 2010
2010/PP2	January 2, 2010	December 31, 2011

**Item 12: The procedures for submission of applications for annual leave during other than the choice vacation period.**

A. Leave submission for other than the choice vacation period will be on a first-come, first-served basis, except employees on Union business will be given priority. The period includes any time other than the two selections during the choice period (s), except for the period December 25 through January 1 which shall be governed by the provisions of Item 12.K..

B. The section head will prepare and maintain a bound leave book for each section. The book will be prepared so that each day in the leave period will be clearly delineated and will show:

1. Leave taken on a weekly basis.
2. Advance leave taken on a daily basis, or less than eight (8) hour period.
3. Only annual leave and leave without pay (LWOP) in lieu of annual leave will be recorded in this bound leave book.

C. PS Form 3971, in duplicate, will be prepared and submitted by the employee seeking leave in all instances. **The employee will place the 3971 in the immediate supervisor's hand.** In units where no immediate supervisor is available, the employee desiring leave shall contact the supervisor designated as in charge by phone or other available method to inform the supervisor of the dates for which leave is requested and to inquire how the supervisor wishes the leave slips to be submitted. The duplicate copy will be returned to the employee. Employees may prepare their own third copy of the PS Form 3971 to be signed immediately by the supervisor in the block entitled "Signature of Supervisor and Date Notified" for verification of submission of PS Form 3971 only. The date and time will also be noted, and the third copy returned to the employee. In unusual or exceptional cases where the employee needs to submit a PS Form 3971 requesting leave during the choice vacation period prior to choice vacation period sign-up, consultation between the General President, Charlotte Area Local and the Postmaster (or their designees) will decide the matter.

D. Requests for annual leave submitted one (1) week or more in advance will be approved or disapproved by management as soon as possible, but no later than three (3) days from the submission date.

E. Requests for annual leave submitted less than one (1) week in advance will be approved or disapproved by management as soon as possible, but no later than twenty-four (24) hours after receipt.

F. Leave for the time other than choice vacation period may be submitted only after the sign-up process for that period has been completed. These leave requests may not be submitted more than 60 days in advance of the date for which leave is requested. The beginning date of the leave will be day one (1) for computing the 60th day. In unusual situations, by the mutual agreement of the Manager, Human Resources, and the General President of the Charlotte Area Local (or their designees) consideration of such requests will be granted. This language does not apply to leave for the period of December 25 through January 1, which is governed by the provisions of Item 12.K.

G. Approval/disapproval of leave requests for time other than choice vacation periods will be based on business conditions and/or available manpower. There shall be no guaranteed percentage(s) applied to these leave requests, except for the months of May through September, which shall be determined as follows: **Management Impasse 2006-2010 LMOU Negotiations**

“Requests for annual leave for the months of May through September will be granted up to the number of slots allowed to each section based on the formula applied to the choice vacation period of a minimum of 14% (management must grant at least (14) fourteen percent, but management does not have to grant over fourteen (14) percent. The parties further agree that such leave requests must be submitted no later than the Wednesday of the service week prior to the requested leave. Leave submitted after the cut-off will be approved/disapproved based on business conditions and/or available manpower.”

H. The timetables for submitting PS Form 3971 relate exclusively to annual leave requests.

I. If a request for leave is disapproved, the supervisor shall maintain a copy of the original request for annual leave. If, at a later date, he/she is able to grant annual leave for the day(s) requested, he/she shall then honor the first PS Form 3971 submitted.

J. If PS Forms 3971 are submitted at precisely the same time, installation seniority will prevail in determining first-come, first-served.

K. Christmas/New Year's: Leave from December 25 through January 1 shall be approved on a seniority basis, if requested by December 15. Approval of such leave shall be contingent on business conditions, and the employee notified of the decision as soon as possible after December 15. Leave requests for this period will only be submitted from December 1 through December 15 of the calendar year.

Item 13: **The method of selecting employees to work on a holiday.**

A. The following pecking order will be followed for selecting employees to work on a holiday:

1. All casuals, even if overtime is necessary. The scheduling of casuals must be consistent with the new language in the 2006-2010 National Agreement for P & DC (Function 1) with 200 + man-years.
2. All part-time flexibles, even if overtime is necessary.
3. Volunteers, full and part-time regular employees by seniority:
  - a. whose regular schedule includes that day (100% premium, 8-hour guarantee for full-time regulars)
  - b. whose regular schedule does not include that day (150% premium, 8-hour guarantee for full-time regulars)
4. Non-volunteers, full and part-time regular employees by inverse seniority:
  - a. whose regular schedule includes that day (100% premium, 8- hour guarantee for full-time regulars)
  - b. whose regular schedule does not include that day (150% premium, 8-hour guarantee for full-time regulars)

B. Holiday Work:

1. No full-time employee shall be required to work on his/her scheduled day off to allow another employee off on his/her holiday.
2. Holiday work will be offered on a seniority basis within each section.
3. Holidays which require entire sections to work will not be affected by this provision.
4. A seniority list within the section will be established by installation seniority.
5. If an employee turns down or declines an opportunity to work on a holiday, he/she does not forfeit his/her right to work on the next holiday.

C. Sections for purposes of holiday scheduling will be defined as:

1. Mail Processing Operations:
  - a. Charlotte Plant - by Tour, By Section define as:
    - Mail Processing Clerks, Automated Letters
    - Mail Processing Clerks, Automated Flats
    - Manual by Pay Location
    - Registry Section
  - b. NorthPark P&D Annex - by Tour, having needed skills.
  - c. Logistics and Distribution Center- by Tour, having needed skills.
  - d. Customer Service Operations - by Classified Stations/Branch, by Tour.
  - e. Computerized Forwarding System - by Tour

2. Motor Vehicle Operations:
  - Vehicle Operations
  - Vehicle Maintenance
3. Maintenance Craft:
  - Occupational Group- by Tour, by Pay Location
  - Each facility will be identified as a separate section
4. Special Delivery Operations:
  - Clerk Messengers
5. Miscellaneous Operations:
  - Accountable Paper - by tour.
  - Supply - by tour.
  - Bulk Mail - by tour
  - Executive/Administrative Offices - (including all bargaining unit positions , not specifically included in other sections) by pay location, by tour.

Item 14: **"Overtime Desired List" in Article 8 shall be by tour and section.**

A. Clerk Craft:

Overtime Desired Lists shall be by sections defined as follows:

1. Mail Processing Operations - Charlotte Plant:
  - Mail Processing Clerks- Automation Letters by Tour
  - Mail Processing Clerks- Automation Flats by Tour
  - Manual, by Tour by scheme \*as appropriate
2. NorthPark P&D Annex - by Tour having the needed skills.
3. Logistics and Distribution Center – **(Union Impasse 2006-2010 LMOU Negotiations)**
4. Customer Service Operations - by Classified Station/Branch, by Tour
5. Computerized Forwarding System - by Tour

B. Motor Vehicle Operations:

- Vehicle Operations, by section and seniority within the craft.
- Vehicle Maintenance, by section and seniority within the craft.
  1. Occupational Group and Level
  2. Office/Administrative Personnel

C. Maintenance Craft:

1. The Overtime Desired List will be by Occupational Group, by Tour, by Pay Location.
2. The Following will have Overtime Desired List separate from the Plant:
  - NorthPark Annex
  - Logistics and Distribution Center
3. The following “pecking order” will be used when assigning 8 hour (full tour) overtime:
  - a. The Scheduled Day Off (6<sup>th</sup> day) on the tour where overtime is needed.
  - b. The Scheduled Day Off (7<sup>th</sup> day), volunteers only, on the tour where over- time is needed.
  - c. The Before/After Tour List from the Tours preceding and following the tour where overtime is needed
  - d. Mandatory overtime from those Not on the ODL, rotated based on juniority, on the tour where overtime is needed when options “1”through “3” fail to provide the necessary coverage.

D. Clerk/Special Delivery Messengers:

E. Miscellaneous Operations:

- Office of Finance, TACS and Data Collection Technicians, by Tour
- Office of Human Resources (PEDC), by Tour
- Office of Mail Classification, by Tour
- Accountable Paper – by Tour
- Supply/Procurement – by Tour
- Bulk Mail – by Tour
- Executive/Administrative Offices (including all bargaining unit positions not specifically included in other sections) - by Pay Location, by Tour

F. Clerk Craft, Maintenance Craft and Motor Vehicle Craft shall have two Overtime Desired Lists:

- Off-day overtime
- Scheduled day overtime which will include:
  1. 10 hour list
  2. 12 hour list (must be on the 10 hour list)

G. In the event the need arises to work the non-list employees overtime, the 10 hour list will be mandated to work 12 hours.

H. Employees on detail for (1) week or longer in duration and are currently on an Overtime Desired List (ODL) will be considered now on the same ODL in their detail section.

**Item 15: The number of Light Duty Assignments within each craft or occupational group to be reserved for temporary or permanent Light Duty Assignment.**

As many light duty assignments as feasible will be granted to eligible employees using the criteria set forth in Article 13 of the National Agreement.

**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.**

A. A light duty assignment must not be established which would "bump" an employee from a regular bid position. Use vacant assignments and establish assignments that are supplemental to regular assignments. The Union President or official will be consulted concerning light duty assignments insofar as possible within limitations. The intent is to keep an employee on his/her tour and on his/her regular assignment, if possible.

B. The Employer will notify the Union whenever a permanent or temporary light duty assignment is made. The Local APWU President will be notified within 48 hours whenever any request for light duty cannot be honored.

**Item 17: The identification of assignments that are to be considered Light Duty within each craft represented in the office.**

A. No specific duties or assignments must be designated as light duty assignments. Each request for light duty will be considered on its merits in accordance with pertinent provisions of the National Agreement. Maximum effort must be made to assign an employee who is recovering from an illness or injury to duties which he/she can perform, with due consideration given to the nature of the illness or injury and the availability of such duties. A Doctor's certificate specifying the limitations on the duties an employee may perform must be one of the guidelines in placing the employee in a light duty assignment.

B. Light Duty assignments shall be made in accordance with applicable provisions of NA Article 13 and ELM Section 355, and the following guidelines:

(1) To the extent that there is adequate work available within the employee's work limitation tolerances, within the employee's craft, in the work facility to which the employee is regularly assigned, and during the hours when the employee regularly works, that work constitutes the light duty to which the employee is assigned.

(2) If adequate duties are not available within the employee's work limitation tolerances in the craft and work facility to which the employee is regularly assigned within the employee's regular

hours of duty, other work may be assigned within that facility.

(3) If adequate work is not available at the facility within the employee's regular hours of duty, work outside the employee's regular schedule may be assigned as light duty. However, all reasonable efforts must be made to assign the employee to light duty within the employee's craft and to keep the hours of light duty as close as possible to the employee's regular schedule.

(4) An employee may be assigned light duty outside of the work facility to which the employee is normally assigned only if there is not adequate work available within the employee's work limitation tolerances at the employee's facility. In such instances, every effort must be made to assign the employee to work within the employee's craft within the employee's regular schedule and as near as possible to the regular work facility to which the employee is normally assigned.

**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.**

- A. Sections will be identified as follows:
  - 1. Charlotte Plant - by Tour, by Level
    - a. Mail Processing Clerks
  - 2. NorthPark P& D Annex - by Tour, by Level
    - a. Mail processing Clerks
  - 3. Logistics and Distribution Center, by Tour, by Level
    - a. SPBS
    - b. Mail Processing Clerks
    - c. Manual by Pay Location
    - .
  - 4. Customer Service Operations - by Classified Station/Branch, by Tour
  - 5. Computerized Forwarding System - by Tour, by Level
  - 6. Motor Vehicles Operations
    - a. Vehicle Operations
    - b. Vehicle Maintenance

7. Maintenance Craft
  - a. Occupational Group - by Tour, by Level
8. Clerks/ Special Delivery Messengers – by Tour
9. Miscellaneous Operations:
  - a. Accountable Paper - by Tour
  - b. Supply - by Tour
  - c. Bulk Mail- by Tour
  - d. Administrative / Executive Offices- by Pay Location, by Tour

B. It is understood that the excessing will be by juniority from each section, should such excessing become necessary. This shall apply to all crafts.

C. For administrative reasons, if a change needs to be made to a pay location, the parties agree upon mutual agreement by both the APWU President and management the change may be made as long as the provisions of Articles 37.3.A. and 4.b as well as 38.4.A.5 are not violated. Said agreements will be in writing identifying the employees and pay locations involved as well as the effective dates.

**Item 19: The Assignment of employee parking spaces.**

- A. The designated parking lot for employees will be on a first-come, first-served basis .
- B. Two (2) handicapped parking spaces for employees needing wheelchair accessibility will be provided at the Plant and one such space at the AMC. Other facilities will provide space if and when needed.

**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.**

Annual leave to attend Union activities requested prior to the determination of the choice vacation schedule is not to be part of the guaranteed percentage.

**Item 21: Those other items which are subject to Local Negotiations as provided in the craft provisions of this agreement.**

- A. Clerk Craft - Article 37:
  - Section 2.C. A seniority roster of all full time and part time regulars will be posted and provided to the Local APWU Office every 3 months.
  - Section 3.A.4.b. A job will be reposted when the duties or scheme knowledge requirements change 50 percent or more, except for those positions specifically identified in the National Agreement which do not require reposting on this basis. If the principal assignment area is changed

from one physical location to another, the incumbent will have the option of accepting the assignment at the new physical location.

- Section 3.A.4.c. A job will be reposted when the change in starting time exceeds one (1) hour, except for those positions specifically identified in the National Agreement which do not require reposting on this basis.
- Section 3.A.4.c.3. The incumbent shall not have the option of accepting the new reporting time.
- Section 3.D. Notices will be posted for ten days from Wednesday to Friday.
- Section 3.F.2. The successful bidder will be placed in the new assignment within ten (10) days, if possible, but not to exceed twenty-one (21) days.

B. Maintenance Craft - Article 38:

- Section 3.C. not negotiated.
- Section 4.A.4 not negotiated.
- Section 4.A.5 The duty assignment shall be reposted when the duties change more than 50 percent. If the principle assignment area is changed from one physical location to another, the incumbent will have the option of accepting the assignment at the new physical location.

C. Motor Vehicle Craft - Article 39:

- Section 1.E not negotiated.
- Section 2.A.3 The duty assignment shall be reposted when the duties change over 50 percent.
- Section 2.A.4. The duty assignment shall be reposted when the starting time exceeds one (1) hour.
- Section 2.A.7 If the Union requests, Motor Vehicle Operators and Tractor Trailer Operator Craft assignments will be posted for bid once each calendar year, except in November or December. If the Union requests posting, management shall post no later than the second posting period after the request.
- Section 2.C The posting shall be for ten days from Wednesday to Friday.
- Section 2.E.2 The successful bidder shall be placed in the new assignment within (10) days, if possible, but not to exceed twenty-one (21) days.

**Item 22: Local implementation of this agreement relating to seniority, reassignments, and posting.**

A. In order to receive consideration, all bids and applications must be in the Personnel Office (located at the Plant), not merely in the mails, at the agreed upon closing date and time and may not be withdrawn after that time, except as specifically provided in the craft articles of the National Agreement.

B. It is agreed that whenever duties of a recurring nature continue to the extent that the assigned employee's full time is consumed on these duties, consideration will be given to the establishment of a new position.

C. Closing time for bids is 10:00 am on Friday. If Friday is a holiday or a day observed as a holiday, closing time will be 10:00 am the following Monday.

**\*\*\* Other provisions not covered in the 22 Items, Article 30.**

- A. Providing Personal Information:
1. All employees, upon reaching retirement age, will be provided with the latest booklets or literature on the subject of retirement. The President of the Local APWU will be furnished with a list of employees as they retire.
  2. A system will be set up by management that will notify all employees when they are nearing the limit on bidding for assignments. This system will be set up no later than 30 days from the signing of the complete Memorandum of Understanding. The assignment order will show the third, fourth, and fifth successful bids.
  3. The designated agent of the American Postal Workers Union may use the Public Address System to announce times and dates of regular and special Union meetings. The announcement will be in writing, approved by the Postmaster/Plant Manager, or his/her designee, and presented without deviation.
- B. Travel: Management shall furnish advance information to the Union where there is any change in Postal Service instructions concerning travel, subsistence, and transportation, with discussion to determine any changes applicable to the installation.
- C. General Procedures: A copy of all items for posting will be mailed to the General President concurrently with the general mailing.
- D. Committees:
1. A list of committees in operation at the Charlotte, North Carolina Post Office shall be furnished to the General President at his/her request. Additions and/or deletions to this list shall be furnished to the General President.
  2. All schedules for committee meetings shall be furnished to the General President at the time of notification to committee members.
- E. Temporary Schedule Changes for Union Meetings:

When and if requests for temporary schedule changes to attend Union meetings or conventions are being considered by management, first consideration will be given to Union Officials, then Shop Stewards, then delegates, prior to other employees for this same purpose.

- F. Part-time Utilization:
1. On Thanksgiving and Christmas, when service needs permit, part-time flexible employees working the actual holiday will be allowed to extend their swing, upon request, for the purpose of joining their families for dinner.
  2. When it is determined by management that a part-time flexible clerk may be released at a given time, management shall inform the part-time flexible of this condition as soon as practicable.
  3. Part-time clerks experiencing scheme study problems, while engaged in the on-the-clock scheme training program, may request in writing, a limitation of their hours to eight (8) per day or forty (40) per week.
  4. When a part-time flexible employee's reporting time is changed, he/she shall be given as much advance notice as possible.
  5. Part-time employees with flexible schedules shall be assigned subject to service needs. Under normal conditions, a reporting time will be given as far in advance as possible, but not later than the end of the employee's tour of duty.
  6. When full employment is not available for all part-time flexibles or extra work hours are required of part-time flexibles, the workload will be distributed as equitably as possible among the part-time flexibles, based on availability and skills.
- G. Employment and Work Assignments:  
Clerk Craft:
1. Employees should not be assigned across craft lines, except as provided for in the National Agreement.
  2. Every effort will be made to assign clerks having just learned a new scheme a minimum of twenty (20) hours distribution time in the two-week period immediately following qualification.
  3. The delivery of Express Mail should be done by Clerk/Special Delivery Messengers to the extent practicable.
- H. Combination Assignments - General:
1. In any cross-craft assignments, the gaining craft shall have the most desirable assignments over the losing craft.
  2. If management determines that assignments are necessary under Article 7 and a guide is necessary because the employees' qualifications, knowledge, and experience are approximately equal, seniority will be used.
- I. Identification of Supervisors:  
Whenever acting supervisors are named, the information shall be announced to all employees on the public address system.
- J. Toxic/Chemical Spill:

In the event of a toxic waste/chemical spill in the Charlotte Post Office, the following procedure will be followed:

1. Clean-up process will begin immediately as per USPS Hazmat procedures.
2. The area of the spill will be kept free of employee traffic.
3. The supervisor on duty will notify the Union representative on duty
4. Upon confirmation of the contents of the spill, the Local APWU President will be notified.

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