

10/26/22

2021- 2024

LOCAL MEMORANDUM OF UNDERSTANDING

Between the

AMERICAN POSTAL WORKERS UNION, AFL-CIO
GREENSBORO BMC LOCAL 7035

and the

U.S. POSTAL SERVICE
GREENSBORO NATIONAL DISTRIBUTION CENTER

And

Designated Annex(es) when operable

FINAL with IMPASSE and MOU included

Changes in **BOLD**

ARTICLE 30 LOCAL IMPLEMENTATION

In accordance with the principles of Article 30, the U.S. Postal Service, Greensboro National Distribution Center, and the Union agree as follows:

ITEM 1 **ADDITIONAL OR LONGER WASH-UP PERIODS – (Art. 8, Sec. 9)**

All Maintenance, Clerk, and Motor Vehicle Craft employees, who perform dirty work, or work with toxic materials, shall be granted a reasonable amount of wash-up time. The amount of wash-up time allowed shall be based on individual circumstances.

ITEM 2 **THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF – (Art.8.2.c.)**

When possible, there shall be a work week of five consecutive days on a single tour with fixed off days. Whenever possible, management will make every effort to increase basic workweeks with scheduled weekends off.

ITEM 3 **GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR IF LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS, I.E. BOMB THREAT, BIO-HAZARD, CLIMATIC CONDITIONS, ETC.**

- A. The determination to curtail or terminate postal operations to conform to orders of local authorities or as local conditions warrant due to emergency conditions shall be made by the Plant Manager of the Bulk Mail Center or his designee.
 - 1. If on duty, employees shall be notified of the Plant Manager's decision.
 - 2. The employer shall make every reasonable effort to notify off duty employees, including use of all available public media and as determined by a joint agreement between management and the Local. Radio stations: 92.3, 97.1, 102.1, 104.1. TV stations: 2, 8, 12, 45
- B. Management must consult with the Union concerning the appropriate action to be taken, where the emergency is of such a nature that advance notice is possible.
- C. In the event of emergency conditions which do not warrant the curtailment or termination of postal operations, but which may prevent some employees from reporting to work, each request for leave (annual, LWOP) must be considered on its individual merits. The immediate supervisor shall consult with the manager or his department or his designee prior to disapproving any such request for leave. The safety of employees shall be considered first and foremost in any decision by management.

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- D. When a credible threat or warning about a bomb is received, or the discovery of a potential explosive device, management will immediately take steps to insure the safety of all employees.
 - E. The employer shall notify the APWU immediately upon receipt of information or notification from any employee, postal official or civilian authority of any threat of exposure due to chemical, biological or other terrorist actions that may cause harm to bargaining unit employees.

ITEM 4 FORMULATION OF LOCAL LEAVE PROGRAM – (Art. 10, Sec 3.c.)

- A. Leave requests for choice vacation period must be granted in seniority order based upon the total number of employee positions within each craft and occupational group, by section and tour. Leave requests for career employees will be considered before consideration is given to postal support employee requests.

A calendar shall be made available for members to select their choice vacation selection(s) in seniority order in each section as outlined in Item 4 b-h. Management will provide the calendar to the employees by seniority, who will have up to 24 hours to make their selection(s) and return to management. Management shall have from Jan 1 through Feb 15 to complete this process and return the results to the employees no later than February 22, in accordance with Item 5.

- B. Leave requests for choice vacation in the Maintenance Craft will be granted in seniority order using the "Installation Craft Seniority" from the Maintenance Craft Seniority Listing. Maintenance occupational groups will be divided into five sections for the purpose of choice vacation selection. Those will be:

1. ET's
2. MPE's
3. BEM's
4. MM7's
5. Maintenance Operations Support Clerks
6. Custodial

- C. Mail Processing – Tour 1 – Tour Section Identifiers

P2 E (M9)	Primary 1 and 2 (small parcel bundle sorter)
P-2 W	Primary # 1 & 2 West
P-3	Secondary PSM-3
P-4	Secondary PSM-4 (Unit # 5)
151	Dock Clerks
170	Level 8 Mail Flow Controllers

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D. Mail Processing – Tour 2 – Tour Section Identifiers

P2 E (M9) Primary 1 and 2 (small parcel bundle sorter)
P-2 W Primary # 1 & 2 West
P-3 Secondary PSM-3
P-4 Secondary PSM-4 (Unit # 5)
Time & Attendance; Quality Improvement; & General Clerk
251 Dock Clerks
270 Level 8 Mail Flow Controllers

E. Mail Processing – Tour 3 – Tour Section Identifiers

P2 E (M9) Primary 1 and 2 (small parcel bundle sorter)
P-2 W Primary # 1 & 2 West
P-3 Secondary PSM-3
P-4 Secondary PSM-4 (Unit # 5)
Time & Attendance; Quality Improvement; & General Clerk
351 Dock Clerks
370 Level 8 Mail Flow Controllers

F. Motor Vehicle – Tour 1 – Tour Section Identifiers

141 Tractor Trailer Operators
141 Vehicle Operations Assistants

G. Motor Vehicle – Tour 2 – Tour Section Identifiers

241 Tractor Trailer Operators
241 Vehicle Operations Assistants

H. Motor Vehicle – Tour 3 – Tour Section Identifiers

341 Tractor Trailer Operators
341 Vehicle Operations Assistants

ITEM 5 DURATION OF CHOICE VACATION PERIOD

The choice vacation period for employees shall be from March 1st through October 31st.

The choice vacation selection period will be from January 1st to **February 15.**

Employees will be notified no later than Feb 22nd the results for the Choice Vacation Period

ITEM 6 DETERMINATION OF BEGINNING DAY OF EMPLOYEE'S VACATION PERIOD
(Art. 10, Sec. 3.E.)

The beginning day of an employee's vacation period shall normally be the first scheduled work day of his/her basic workweek. The first scheduled day of an employee's basic workweek is understood to be the first day following his off day. Exceptions may be made upon request of the employee with the approval of the immediate supervisor. Such request shall not be unreasonably denied.

ITEM 7 WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS

Employees' vacation selection during the choice vacation period will be in accordance with one of the options noted below:

1. Employees earning 20 to 26 days annual leave:

Option 1 – A single selection of up to 15 working days (three consecutive weeks)

OR

Option 2 – Two selections; one of five working days (one week) and one of ten working days (two weeks)

2. Employees earning 13 days annual leave and postal support employees (if it is anticipated that the PSE's will have the leave available for the dates selected).

Option 1 – A single selection of up to ten working days (two consecutive weeks)

OR

Option 2 – Two selections of five days (one week) each

ITEM 8 WHETHER JURY DUTY OR ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD (Art. 10, Sec. 3.F.)

- A. Employees on jury duty during the choice vacation period shall not have their absences charged to the choice vacation.
- B. Attendance of union representative on union business at National or State conventions shall not be charged to choice vacation period provided the number of such union representatives is furnished to the employer in a timely manner.

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ITEM 9 DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD (Art. 10, Sec. 3)

- A. The minimum number of employees receiving leave each week during the choice vacation period shall be as many as the workload will permit with management using fair and sound judgment. A minimum of 15% will be allowed per section and tour as identified in Item 4 based upon the number of employee positions.
- B. No employee shall have scheduled leave cancelled, even if the payment of overtime is necessary, except in serious emergency situations.
- C. All percentages will be rounded up to the nearest whole number with a minimum of one (1) per section.
- D. Only annual leave shall count towards the percentages.
- E. Off-site training shall not be a factor in the determination of the number of employees that will be granted leave each week during choice vacation period.
- F. Vacation periods must be cancelled in writing, on a PS form 3971, a minimum of 14 days prior to the first day of the scheduled vacation period.

The 3971 shall be signed as received by the Supervisor or Lead Clerk on duty and annotated for the date and time received.

Cancellation must be in increments of 40 hours (in the case of a holiday period, 32 hours plus the Holiday. It will be the responsibility of anyone previously denied their first choice, to resubmit a PS form 3971 (in 40 hour increments) for all or part of the cancelled time period, which will be awarded on a seniority basis. Notification to the employee awarded the canceled period shall be as soon as possible.

If the cancelled time period is not picked up by someone resubmitting for a denied first choice, then the canceled period will be declared open for incidental leave awarded in accordance with Item 12.

- G. Any Request for Incidental Leave, during any choice vacation period that was canceled, will be awarded based on a first come, first served basis. Management must post notice of the canceled period within 24 hours of the notice of cancellation. Annual Leave cannot be canceled within 24 hours of the start time.

ITEM 10 THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEES (Art. 10, Sec. 4.b.3)

Upon approval or disapproval of the employee's choice vacation request, Form 1547, or other designated forms, shall be given by hand to the employee or by alternate method of delivery if the employee is not available. Forms 1547 must be returned to employees no later than the February 15th and will be used on all tours.

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ITEM 11 DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR (Art. 10, Sec. 4.A.)

Each year, during the month of October, management will post on all official bulletin boards a notice showing the beginning date of the new leave year, which shall begin the first day of the first full pay period of the calendar year.

ITEM 12 THE PROCEDURES FOR SUBMISSIONS OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN CHOICE VACATION PERIOD (Art. 10)

- A. Incidental leave is defined as any annual leave not scheduled during the choice vacation sign-up period.
- B. No application for incidental leave shall be accepted more than sixty days in advance of the beginning date of the requested leave.
- C. Incidental leave in increments of one hundredth of an hour shall be granted up to and at least ten percent (10%) based on the number of employee positions scheduled on a daily basis by section and tour as identified in Item 4, excluding the month of December and designated holiday period.
 - 1. Incidental leave slips for December period (Dec 1-Dec23) must be submitted to Management by Nov 16th. The employees will be notified by Nov. 23rd who will be granted leave. The leave request will be approved by first come - first served basis. Management shall grant a minimum of 1 person per day, per section as identified in item 4.
- D. Application for incidental leave shall be governed as follows:
 - 1. Applications will be submitted to the supervisor in triplicate. Supervisor/204B will annotate the date and time in the notification block and return a copy to the employee at the time of submission
 - 2. Failure to notify employee of leave disposition within three (3) calendar days shall guarantee leave as requested. The employee should keep the annotated copy in the event of a dispute over said leave.
 - 3. Applications for leave submitted less than three (3) days in advance will be acted upon at least one (1) hour prior to the time leave is requested to start or one hour prior to the end of the tour before the leave is scheduled to start, whichever is earliest.
- E. When requested leave is for a period in which guaranteed capacity has been achieved, and leave request is submitted less than three (3) days in advance, leave shall be approved if possible depending upon business conditions.
- F. Additionally, incidental leave up to 10% based on the total number of employee positions scheduled on a daily basis by section and tour as identified in Item 4 will be approved during the designated choice vacation period, provided advanced leave applications fall below the level prescribed in Item 9.A. Under such circumstances, a combination of choice vacation and/or incidental leave must not exceed the level prescribed in Item 9.A. It is understood that there shall be no pyramiding or adding together of the choice vacation and incidental leave values.

- G. In cases where leave requests are made simultaneously, the decision will be on a seniority basis, with career employees considered before postal support employees. Other cases will be decided on a first-come, first served basis.
- H. Normally, in the event of a death in the immediate family, or Loco Parentis of any employee, emergency leave shall be granted upon the employee's request.
- I. All percentages will be rounded UP to the nearest whole number based on the number of employee positions.
- J. For any request for Incidental Leave that has been cancelled prior to the date of the leave beginning, any employee that was denied Annual Leave will have an opportunity to be approved for the canceled leave time frame. Management will approve the request based on the pecking order of
 - (a) original date of submission of denied PS Form 3971,
 - (b) the time of the submission of the original denied PS Form 3971

***note- Annual Leave cannot be canceled within 24 hours of the Start Time for the Leave**

ITEM 13 THE METHODS OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY (Art. 11, Sec. 6)

- A. Employees taking four or more days (32 hours minimum) of annual leave in conjunction with a holiday shall not be required to work the holiday or non-scheduled day.
- B. After management has determined the number and category of employees needed for holiday work, by section and tour, such employees will be selected in the following order:
 - 1. Full-time and part-time regular employees in seniority order who volunteer to work on what would be their scheduled day.
 - 2. Full-time and part-time regular employees in seniority order who volunteer to work on what would be their non-scheduled day.
 - 3. All postal support employees.
 - 4. All Non-Traditional Full-Time employees.
 - 5. Full-time and part-time regular employees in inverse seniority order who have not volunteered and would be working on their scheduled day.
 - 6. Full-time and part-time regular employees in inverse seniority order who have not volunteered and would be working on their non-scheduled day.
- C. Holiday schedule procedures will be used throughout the entire period of each holiday and/or designated holiday. The voluntary overtime list will not be used for holiday scheduling.
- D. Management and the Union shall meet to go over the Holiday schedule prior to the posting of the Holiday schedule.
- E. Management will post a voluntary holiday signup sheet in the Section, no later than (14) days preceding the Tuesday prior to the holiday, to solicit volunteers to work within the holiday period time frame.

ITEM 14 WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR (Art. 8, Sec. 5.A.)

A. The Clerk, MVS and Maintenance overtime desired list (OTDL) will be administered by section and tour as identified in Item 4 using appropriate before/after tour or off day lists as needed on a rotating basis according to seniority.

A.1 The Clerks Overtime Desired List (OTDL) will be administrated by section, and then tour and if exhausted by tour, as identified in Item 4 using the appropriate Before Tour, After Tour or Off Day List as needed on a rotating basis according to seniority within the section (or within the tour if needed). (clerks)

A.2 Management will post in each section, for that section only a sign-up sheet a minimum of 14 days before the start of each quarter. Only Clerks wishing to add their name to a list or change their name from one list to another will be required to sign up at the beginning of each quarter otherwise their names will remain on the list from quarter to quarter and in case of a change in sections, they will automatically be entered onto the list for the section they are moving to, until they request in writing to have their names removed. Other additions to the list will be governed by 14.A.1. The Union will be provided with a copy of the OTDL and the sign-up sheets. (clerks)

A.3 Any Clerk shall have the right to remove their name immediately from any OTDL providing the request is made at least 2 hours before the end of tour. This request shall be in writing to the immediate supervisor and a copy provided to the Union. (clerk)

I The only additions to the OTDL between quarterly sign up opportunities will be as follows:

- a. When an employee changes tour, section or occupational group.
- b. When a non-career employee is converted to a career employee.
- c. Transfers or new hire career employees

This addition should be in writing to management within 5 days after the employee reports to their new Bid/Duty assignment. The Union will be provided a copy of any additions.

B. All OTDLs will be maximized and postal support employees and non-traditional full-time employees utilized as necessary before mandating non-list employees on any tour.

C.

1. Overtime desired list shall be maintained for each tour, two columns, with selections for each section, annotated for OFF day and up to four hours annotated, BEFORE or AFTER TOUR (Maintenance only).
2. Overtime list MVS, 1 list for VOA and 1 List for TTO each two columns, one annotated for Off day and up to four hours, annotated before or After tour.
3. There shall be three lists by section: (clerks)
 - a. Before Tour
 - b. After Tour
 - c. Non Scheduled Day
4. Copies of all Overtime desired lists shall be provided to the UNION at the end of each sign-up period and if any subtractions are made during the quarter.

D. When overtime is necessary, management will notify all affected employees at least one hour in advance, except in emergency situations caused by a major power and/or equipment failure occurring within the last hour of tour. Should overtime be required due to stated emergency, the overtime will not exceed one (1) hour. In the Maintenance Craft only, supervisors may request volunteers to exceed this limit while working on equipment.

E. The OTDL's shall be maintained and kept up to date by Management. A copy shall be provided to the Union Representative at the beginning of each quarter and after every update is made for additions (all crafts)

ITEM 15 THE NUMBER OF DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DURY ASSIGNMENT (Art. 13.2.a)

- A. The local President/appropriate craft director will be notified when a light duty request is denied
- B. Employee requests for light duty, supported by medical statement, will be given every consideration; such light duty assignments will continue on the same tour and hours of the employee's bid assignment, to the extent possible.

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. 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.

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- ITEM 17 THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT REPRESENTED IN THIS OFFICE.**
- A. Specific craft 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 pursuant to 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 an employee in a light duty assignment.
 - B. The union will be provided a copy of all light duty requests made by employees and a copy of the light/limited duty roster weekly.
- 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 (Art. 12, Sec. 5.C.4.a)**
- A. Clerk Craft - for the purpose of permanent reassignment as provided in Article 12 section 12.5.c.4, the following sections have been identified:
 - Tour one
 - Tour two
 - Tour three
 - B. Maintenance craft by occupational group, level and tour.
 - C. In the Motor Vehicle Craft, sections for the purpose of reassignment will be by Motor Vehicle Occupational Groups, level and tour.
- ITEM 19 THE ASSIGNMENT OF EMPLOYEE PARKING SPACES (Art. 20)**
- A. Parking spaces which the Installation Head determines are available in excess of the needs of the Bulk Mail Center shall be used on a first-come, first-served basis, for Postal employees only. The union will be notified thirty days in advance when changes are to be made in this policy.
 - B. Parking spaces for handicapped employees will be by special permit only, from the Installation Head, consistent with applicable laws and regulations.
 - C. The union will be provided four parking spaces to be used by whomever they designate.
 - D. Provide 1 parking space will be reserved for the person manning the gatehouse (parking is already allowed, needs to be reserved for MVS VOA, space should be as near as possible to gatehouse)

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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 (Art. 24, Sec. 3)

Attendance of union representative on union business at National or State conventions shall not be charged to choice vacation period provided the number of such union representatives is furnished to the employer in a timely manner.

ITEM 21 THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT SUPPLEMENTAL AGREEMENTS

- A. If an employee's principal assignment area is changed, the job must be reposted.
- B. Any change in the duties of a section shall be discussed by the MDO and the appropriate craft director. Before determination to repost a job due to changes, it shall be discussed by the MDO and the Local APWU President.
- C. Clerk and Motor Vehicle Craft – Notice inviting bid for craft assignments must be posted for ten days. Invitations for bids shall be mailed to employees absent on leave when so requested in writing.
- D. The incumbent on a bid assignment shall not have the right to accept a new starting time if change is more than one hour.
- E. Except in the month of December, the successful bidder shall be placed in the new assignment **within 21 days of the closing of the posting.**
- F. Maintenance Craft – A change in starting time of two or more hours shall require reposting of that assignment.
- G. Motor Vehicle Craft – A change in starting time of an assignment which exceeds two hours will require reposting of that assignment.
- H. All full-time/part-time regular vehicle craft duty assignments (Tractor Trailer Operator, Vehicle Operation Assistants) will be posted for bid once each calendar year, prior to March 1 when requested by the Motor Vehicle Craft Director. Each employee will be allowed 4 hrs at their turn to bid. If on an off day you will be called and allowed 4 hrs to make your bid or leave in writing with Management, your top 2 choices. If no answer or non-compliance with written choices, you will be skipped.
- I. Assignments from one craft (and/or occupational group) to another are prohibited when such action is inconsistent with the National Agreement.
- J. Any motor vehicle employee involved in a vehicle accident and charged "at fault" will be provided with a copy of PS Form 1700 within seven (7) days from the date of such accident.
- K. In the event that an employee is involved in an accident and charged with committing an unsafe act, such employees will be provided with a copy of PS Form 1769 within seven (7) days from the date of the accident.

- L. Clerk Craft – The change of starting time will not exceed one hour radius from original starting time of each tour.
- M. The employer will continue to provide the Greensboro NDC Local 7035 with 7 bulletin boards consistent with past practice. Literature racks will be permitted in the Swing Rooms (Vendeteria, NMO break area, M9 break area, Maintenance break area, P1 W break area and MVS break area) in accordance with the National Agreement for Union Purposes provided the cost and upkeep of such racks is borne by the Union. Bulletin boards are currently located by the Vendeteria door, by the Union office door, South wall of the secondary bathroom, breakroom by the old MDO office, in the maintenance shop break area and in the raised break room at P2E.
- N. An 8 (eight) hour minimum period off the clock shall elapse between scheduled tours for all employees except under emergency conditions.
- O. If an employee is called for jury duty or as a witness and has to report to the courthouse, during his/her scheduled choice vacation period and had to cancel their choice vacation due to the jury duty/witness duties they will be eligible to submit for any vacated or unawarded periods available.

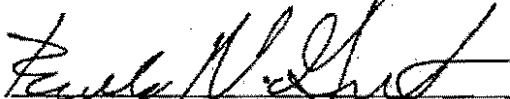
ITEM 22 LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING

- A. The Installation Head is responsible for the day-to-day administration on seniority. Seniority rules apply to all employees in the regular work force when a guide is necessary for filling vacant assignments, training and other purposes.
- B. A seniority list of craft employees shall be prepared by management and posted quarterly. Such a list shall be by craft and must furnish all information required under each craft article in the National Agreement. A copy must also be furnished to the Local union.
- C. Normally, the successful bidder shall work the duty assignment as posted.
- D. Day-to-Day Seniority
 - 1. Day-to-Day Seniority will govern temporary assignments as provided in this Article, subject to these principles:
 - A. Day-to-Day seniority will not supersede any assignment criterion specified in the National Agreement.
 - B. Management need not apply day-to-day seniority for temporary reassignment when to do so would be unduly burdensome or time-consuming; and
 - C. Day-to-Day seniority may not be used to bump an employee already performing an assignment.
 - 2. When reducing sections, management shall reassign PSEs assigned to the section first in inverse order according to their standing on the register, then career employees in inverse seniority order.


3. Management shall assign postal support employees if available for temporary mailhandler assignments before assigning regular full-time employees by craft seniority.
4. If two regularly scheduled tours overlap, seniority lists will be dovetailed for the purpose of temporary assignments.
5. Management shall not assign postal support employees to a section while regular clerks assigned to the section are reassigned elsewhere. A regular clerk will not be recalled from higher level assignments or preferred assignments simply because a postal support employee would otherwise be assigned to a regular clerk's section.
6. If two or more employees are temporarily reassigned at the same time to more than one section, the senior employee or employees shall be given choice of sections, subject always to subparagraph D.1.
7. In the Maintenance Craft, the column designating Installation Craft Seniority will be used for holiday scheduling and overtime determination within the occupational group.
8. In the Maintenance Craft, for PAR and PER selections, the column designating current Occupational Group seniority will be used for ranking the A list employees and the column designating Installation Craft seniority will be used for ranking the B list employees.
- E. Maintenance employees of the same occupational group and level may exchange duty assignments with written approval of all persons between them on the seniority list. Permanent trades are limited to one per calendar year.
 1. Temporary swaps may be allowed on a case-by-case basis and may not exceed 90 days cumulative per calendar year. Bidding changes may void swap.
 2. Incidental schedule changes will be considered on a case-by-case basis and subject to the same approval/disapproval timelines as incidental leave requests.
- F. The union will be provided a copy of the records for requests for reassignments/transfers on a semiannual basis.
- G. Keyer Rotation
 1. In all sections with keyer operations, operators will not be required to key continuously for periods of greater than two (2) hours. If operators are required to key continuously for two (2) hours, the interval between keying cycles will be at least one (1) hour with rotation to non-keying duties.
- H. It is understood and mutually agreed by the parties that keying assignments will be scheduled on an equitable basis to the extent possible. Regular employees shall be rotated from floor work to keying position on an equal basis regardless of seniority. (this highlighted portion was relocated from 22.d, no change in language was made.)
 2. Only in extremely rare intermittent cases, as identified by the parties (shop steward and supervisor), will any employee be allowed to work in contravention of this agreement.

3. Any violation of this agreement will be considered a breach of this agreement and deemed grievable.
- I. In reference to Item 4.C, if the pending grievance concerning item 4.C (Tour 1 Section Identifiers) is sustained, Item 4.C will remain in the LMOU. If the grievance is denied Item 4.C will be removed.
 - J. In reference to item 4.D (Time and Attendance) if the pending grievance concerning Time and Attendance is sustained, Item 4.D and Item 4.E, concerning Time and Attendance will remain in the LMOU. If the grievance is denied, the reference to Time and Attendance will be removed.
 - K. Non-EAS detail opportunities (things such as repairs, overhauls etc..) in other facilities in the Maintenance Craft shall be offered in seniority order to those employees possessing the skills needed within the same Occupational Group.
 - L. Sips machine rotation from sweeping to feeding will adhere to the same rotational time limits as keying
 - M. When an Annex is operable, the Local Union will be given reasonable private space to meet with employees.

This memorandum was entered into on Oct 7, 2022 (date of final impasse signing) at the Bulk Mail Center, Greensboro, North Carolina, between representatives of the United States Postal Service, and the designated American Postal Workers Union, AFL-CIO, Local 7035, pursuant to the Local Implementation Article of the 2021-2024 National Agreement. This Memorandum of Understanding constitutes the entire agreement on matters relating to local conditions of employment.


Brandy Grant (a) Plant Manager
Greensboro NDC

10/25/22
date


Leonard Dennison President
APWU 7035

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date

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