

MEMORANDUM OF UNDERSTANDING

Between

SALT LAKE POST OFFICE
AND
SALT LAKE AREA LOCAL #6
AMERICAN POSTAL WORKERS
UNION

APWU

Supplement to 2018-2021 National Agreement

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on September 23, 2020 at Salt Lake City, Utah, between representatives of the U.S. Postal Service and the designated agent of the Union signatory to the National Agreement, American Postal Workers Union, AFL-CIO, pursuant to the Local Implementation Provision of the 2018-2021 National Agreement, American Postal Workers Union, AFL-CIO. This Memorandum of Understanding constitutes the entire agreement on matters relating to local conditions of employment.

INDEX

	Page
ARTICLE 1	
Union Recognition	1
ARTICLE 7	
Employee Classification	2
ARTICLE 8.1	
Hours of Work	2
ARTICLE 8.2	
Work Schedules	3
ARTICLE 8.3	
Overtime Assignments	4
ARTICLE 8.4	
Wash-up Time	5
ARTICLE 10	
Leave	6
ARTICLE 11	
Holidays	14
ARTICLE 12	
Reassignments	15
ARTICLE 12	
Posting	18

	Page
ARTICLE 13	
Assignment of Ill or Injured Employees	20
ARTICLE 14	
Safety and Health	22
ARTICLE 17	
Representation	23
ARTICLE 17	
Recognition of Tours and APWU Steward System	24
ARTICLE 20	
Parking	25
ARTICLE 22	
Bulletin Boards	25
ARTICLE 25	
Higher Level Assignments	26
ARTICLE 36	
Travel, Subsistence and Transportation	26
ARTICLE 37	
Seniority Lists	27
ARTICLE 37	
Absentee Bids	27

	Page
ARTICLE 38	
Maintenance Craft	28
ARTICLE 39	
Motor Vehicle Craft	31
SUPPLEMENTAL AGREEMENT	
Curtailment or Termination of Postal Operations Due to Emergency	32
SUPPLEMENTAL AGREEMENT	
Employees' Rights	34
SUPPLEMENTAL AGREEMENT	
Interpretations	35
MAINTENANCE QUALIFICATION LIST	37

ARTICLE 1

UNION RECOGNITION

Parties to the Agreement

A. This basic Local Memorandum of Understanding, entered into to supplement the nationally negotiated agreement, represents and constitutes an Agreement between the Salt Lake City, Utah Post Office and the following organization of employees of the Salt Lake City, Utah Post Office identified as the AMERICAN POSTAL WORKERS UNION SALT LAKE CITY AREA LOCAL #6 representing the:

Clerk Craft

Maintenance Craft

Motor Vehicle Services Craft

for the purpose of collective bargaining with respect to local personnel policies, practices and working conditions. The parties agree that the language in this Local Memorandum of Understanding applies to all crafts designated above unless specific language to the contrary is contained in the individual Craft Articles of this Agreement.

- B. This Agreement has no force or effect with respect to employees in crafts not represented by the Organization party to this Agreement.

ARTICLE 7

EMPLOYEE CLASSIFICATION

- A. When there is to be an official change in the total complement of any tour, section or craft represented by the APWU, the Union President or designee shall be notified prior to implementing the change.

ARTICLE 8.1

HOURS OF WORK

- A. Lists of employees' addresses and telephone numbers will be maintained in each section. Employees will be responsible for keeping this information current. Lists shall be reviewed and updated by Management prior to the Christmas operations. These lists will be maintained under

control of the supervisor and will not be posted on bulletin boards or other visible or accessible places. These lists shall be treated as confidential material and will be subject to all public laws and contractual obligations by all parties concerned.

ARTICLE 8.2

WORK SCHEDULES

- A. Workweek schedules will be established in accordance with Article 8, Section 2, of the 2018-2021 National Agreement. Non-scheduled days will be established on a fixed schedule. Management will attempt to maximize the number of non-scheduled days off:

1/2 (Saturday – Sunday)

2/3 (Sunday – Monday)

7/1 (Friday – Saturday)

And will attempt to minimize the number of split days off.

ARTICLE 8.3

OVERTIME ASSIGNMENTS

- A. Overtime assignments will be consistent with the National Agreement, Article 8.5, "When needed, overtime work for regular full-time employees shall be scheduled among qualified employees doing similar work in the work location where the employee regularly works."
- B. Overtime Desired Lists will be maintained at each section and tour according to Article 12.B.2 of the LMOU, except for those identified below which will be combined:
 - 1. GMF, Registry, Automated Flats and Letters.
 - a. Tour 1
 - b. Tour 2
 - c. Tour 3
 - 2. ASF/APBS, Automated Flats
 - a. Tour 1
 - b. Tour 2
 - c. Tour 3
 - 3. CFS

4. When the need arises for end of tour overtime, Management will provide one-hour advance notice prior to the end of the employee's tour. Employees receiving less than the one hour notification will still be required to work the overtime unless excused under Article 8.5.E.
5. Newly converted Full-Time employees will be allowed to sign the OTDL within 7 (Seven) days after conversion date.

ARTICLE 8.4

WASH-UP TIME

- A. Wash-up time for the Maintenance Craft will be:
 1. Five minutes prior to lunch periods.
 2. Five minutes prior to end of tour.
- B. Article 8, Section 9, provides reasonable wash-up time for those employees who perform dirty work or work with toxic material. Employees represented by the APWU shall be granted such time as is reasonable and necessary for washing up after performing dirty work.

ARTICLE 10

LEAVE

- A. The annual leave program shall be standardized in accordance with Article 10 of the 2018-2021 National Agreement and not changed.
- B. LEAVE RESPONSIBILITY
 - 1. Each supervisor is responsible for ensuring that the annual leave granted within the section is governed by service requirements to the effect that adequate personnel coverage is maintained at all times.
 - a. Each supervisor shall be responsible that the annual leave program in the section, tour, branch or station is in accordance with this Agreement.
 - b. The supervisor of each section, tour, branch and station is responsible for ensuring the annual leave sign-ups be completed by December 31.
 - c. The supervisor of each section, tour, branch and station shall be responsible for sign-up forms to be prepared and available for the steward by October 31.

2. The shop steward, under the direction of the supervisor in each section, branch, tour or station, shall pass the vacation roster around among the employees for signing for vacation periods. The steward shall be on the clock while passing the vacation roster.
3. The definition of annual leave section will be the same as described for sections under Reassignments (Article 12).

C. LEAVE IMPLEMENTATION

1. Sign-up for individual choices shall be conducted in each section, branch, tour or station by craft seniority.
2. For incidental leave, Management will notify the employee by the Wednesday of the week prior, except for holiday weeks. Then employees shall be notified by the Tuesday of the week prior. If the employee makes the request after this, Management shall notify the employee as soon as possible. Employees seeking incidental leave during any holiday week must have properly submitted a PS Form 3971, *Request for or Notification of Absence*, to their supervisor by no later than the first two hours of their shift on the Tuesday prior to the holiday week.

3. Part-time employees will sign with the full-time employees in their section.
4. Choice vacation period: For the purpose of this Agreement, the choice vacation period shall be considered as that time from May 15 through September 15 for the duration of the 2018-2021 collective bargaining agreement.
5. Number of employees off will be in accordance with the following chart:

Number of Employees <u>In Units</u>	Allowed <u>Off</u>
1-8	1
9-16	2
17-22	3
23-28	4
29-34	5
35-40	6
41-46	7
47-52	8
53-58	9
59-64	10
65-70	11
71-76	12
77-82	13
83-88	14
89 and above	1 for each 5 Additional

6. Military leave, jury duty, and attendance at a national or state union convention by a duly elected delegate will not be charged to the choice vacation period.
7. Employees may, at their option, request one selection during the choice vacation period of up to ten (10) days continuous annual leave for those employees who earn thirteen (13) days annual leave per year, or up to fifteen (15) days continuous annual leave for those employees who earn twenty (20) or twenty-six (26) days annual leave per year. Employees who prefer two selections during the choice vacation period may, at their option, request two selections; however, the total of the two selections shall not exceed the authorized ten (10) or fifteen (15) days of choice vacation time. Employees may request their second selection only after all employees on the roster have made their first selection, and provided that the total number of employees off on annual leave does not exceed the authorized number. Exception to any of the above procedures may be granted by Management, the Union representative, and the employee agreeing under special instances.

8. Vacation time shall be from non-scheduled days to non-scheduled days. The exception shall be for those with split non-scheduled days. Vacation time for those employees will start on Sunday.
9. Vacation time remaining on the vacation roster after January 14 must be signed up for the employee through the shop steward provided it is done by noon of the Wednesday prior to the week the leave is to be taken. This leave may be signed up for in units of one day or more. Vacancies existing after the initial passing of the roster shall be open to those employees desiring additional time off. Such request, whenever possible, shall be honored on a first come, first served basis, providing that the number of employees off does not exceed the number allowed off as provided for in Article 10, Section C.5. Employees who exhaust their annual leave or do not have sufficient leave for remaining time on the vacation roster will have their names removed from the roster after consultation with the employee and the steward. Names will be removed from the vacation roster by the steward.

10. Employees shall be allowed to return early from their scheduled vacations provided the balance of their annual leave does not exceed the maximum annual leave carryover. The supervisor shall be notified at least twenty-four (24) hours in advance.
11. If vacation periods signed for are not used by an employee, the annual leave shall be on a first come, first signed, basis.
12. Management shall issue advance notice to each employee of the vacation approved for such employee by January 14.
13. Notification of the date of the beginning of the new Leave Year shall be posted on all bulletin boards by November 1.
14. LEAVE IN DECEMBER

The following number of employees will be allowed off in December. Beginning December 1988, the vacation roster will provide for a December sign-up.

Number of Employees <u>In A Section</u>	Number <u>Allowed Off</u>
1-9	0
10-19	1

20-29	2
30-39	3
40-49	4
50-59	5
60-69	6
70-79	7
80-89	8
90-99	9
100-119	10
120 and above	1 for each 5 Additional

In sections of 9 or less, employees may be allowed off in December with the approval of their immediate supervisor.

15. In accordance with past practice, Management will continue to allow as many employees off on Thanksgiving weekend as is practical.
16. Union officials and stewards shall be allowed leave to attend local union meetings, executive board meetings and seminars conducted by the Union. Such leave will not be a part of the choice vacation period provided the request is submitted three (3) working days in advance of the meeting, and with approval of the immediate supervisor.

17. Management will make every effort to allow as many APWU members as possible off for the "Annual APWU Steak Fry."
- D. When an employee has a bona fide emergency, the employee may report to any supervisor who is on duty in the section at the time. The decision as to whether the leave will be approved will be made by the employee's supervisor.
- E. SICK LEAVE
1. A relative may be allowed to call in for an employee to report the employee ill if the employee is too ill to call.
 2. It will not be necessary for the employee to call in every day, on the condition that the employee's supervisor has been notified it will be a lengthy illness or injury or that the employee will be in the hospital. Supervisors shall be notified at least 24 hours prior to the employee's return to duty.
- F. If year-round schools create a problem for employees to be off during the choice vacation period during the Contract period 2018-2021, it can be made subject of Labor/Management meeting for resolution.
- G. In the event of a death of an immediate family member, Management will treat requests for leave

With the utmost concern and compassion.

ARTICLE 11

HOLIDAYS

- A. Holiday assignments will be made in accordance with Article 11, Section 6, of the 2018-2021 National Agreement.
- B. The following pecking order will be followed on holiday scheduling. The selection process will utilize volunteers by seniority, and non-volunteers by juniority.
 - 1. Volunteers on their designated holiday.
 - 2. PSE's
 - 3. Volunteers on overtime.
 - 4. Non-volunteers on their designated holiday.
 - 5. Non-volunteers on overtime.
- C. Parties recognize and encourage tour managers and Union representatives to discuss planning efforts associated with the employee holiday schedules.
- D. Window clerks will be allowed to wear appropriate western wear on Pioneer Day, 24 July.

ARTICLE 12

REASSIGNMENTS

- A. Reassignments within the Salt Lake City postal installation will be in accordance with and subject to the basic principles and requirements of Article 12, Reassignments, of the 2018-2021 National Agreement.
- B. Reassignment of employees excess to the needs of a section.
 - 1. When removing employees excess to the needs of a section, tour, branch or station, the method to be used is:
 - a. The junior employee will be removed first, regardless of starting time or non-scheduled days.
 - b. When this is done, the remaining vacant positions, which have been altered in accordance with Article 12, Posting, Section 3 of this Agreement, will be reposted within the tour, section, branch or station.
 - c. Pool & Relief employees will be part of the section, tour, branch or station where their bid assignments are for all reassignments

occurring under the 2018-2021 National Agreement.

2. The identification of assignments compromising a section for retreat purposes is agreed to as follows:
 - a. Central Forwarding System
 - b. Each Classified Station and Branch
(Except Downtown Station)
 - c. Downtown Station
 - 1) Tour I
 - 2) Tour II
 - d. Automated Flats
 - 1) Tour I
 - 2) Tour II
 - 3) Tour III
 - e. Automated Letters
 - 1) Tour I
 - 2) Tour II
 - 3) Tour III
 - f. ASF
 - 1) Tour I
 - 2) Tour II
 - 3) Tour III

g. GMF

1) Tour I

2) Tour II

3) Tour III

h. Registry – All Tours

i. Bulk Mail Acceptance – All Tours

j. Motor Vehicle Operations – See Craft Article

k. Maintenance Operations – See Craft Article

l. Main Office Customer Services

1) Box Section, Postage Due, Warehouse

2) Retail, Parcel Post Acceptance

3) Clerk Messengers

m. Customer Service Support (Print Shop)

n. Operations Support (AMS and Delivery Programs)

o. Human Resources (Training)

p. Consumer Affairs

q. Finance (Data Collections)

r. Plant Administrative Support

s. District Administrative Support (Secretaries)

C. The Union and Management agree to adhere to Article 12, Section 4, of the 2018-2021 National Agreement.

ARTICLE 12

POSTING

- A. The Time an employee spends on a temporary assignment or detail shall not be used as a qualification for a permanent bid.
- B. Major changes in assignment descriptions shall include:
 - 1. A change of more than one hour from the time stated in original bid of tour and section.
 - 2. Any change which makes the duty assignment substantially different from the job which the holder of the assignment bid. The determination as to whether proposed changes should be considered as "major" will be the subject of discussion and agreement between Management and APWU President. Such major changes shall be considered as abolishment of the previous assignment and establishment of a new position, unless the bid holder agrees to accept the change and has been incumbent in the position or bid for a period of one year or greater from the date of posting.

3. Any change that affects a duty assignment and there are two or more duty assignments within the section that are identical (i.e. non-scheduled days, start times, skills), the holders of the duty assignments affected will be offered the opportunity to choose to accept or decline the changes consistent with numbers 1 and 2 above by seniority. If all employees fail to choose to accept the changes, the duty assignments affected will be assigned by juniority. This will also apply to start-time changes of 1 hour or less for the Clerk Craft and the allowable start-time change limits found in the other craft articles.
- C. Minor changes in assignment descriptions shall include changes in less important duties, and slight changes in scheme assignments, etc. Such changes shall not affect the holder of the assignment.
- D. The successful bidder, once qualified, must be placed in the assignment within 14 days.

ARTICLE 13

ASSIGNMENT OF ILL OR INJURED EMPLOYEES

- A. Due to the varying nature of injuries or illnesses, the duties assigned as light duty will be determined by consultation between the immediate supervisor, employee, and craft director or steward in the same craft and tour. Every effort will be made to assign the employee to duties within the physical limitations in the same section and tour and, whenever possible, the assignment will have the same days off as the employee's original schedule.
- B. It is agreed that Management will consult with the craft director or steward in the same craft and tour prior to making a decision concerning each individual request for assignment of an ill or injured employee to light duty. Such assignments will be consistent with the physical limitations of the employee based on the recommendations of a physician, as specified in the National Agreement.
- C. No more than 4% of the total complement represented by the APWU can be reserved for light duty assignments. All positions can be considered

light duty, providing the employee has the necessary skills and other career employees are not adversely affected. Every effort will be made to assign the employee within his/her craft prior to assigning them to another craft represented by the APWU.

D. Method of placement of employees in light duty assignments.

1. Temporary light duty assignments, in order of date of written request for temporary light duty, will be made in the following order of recourse:
 - a. Modification of the employee's basic duties within the employee's bid position.
 - b. Available light duty assignment within the craft on the same tour and in the same facility.
 - c. Available light duty assignment within the craft other than on the same tour but in the same facility.
 - d. Available light duty assignment within the craft on the same tour but other than the same facility.
 - e. Available light duty assignment within the craft other than on the same tour and other than in the same facility.
 - f. Available light duty assignment in another craft.

2. Employees on light duty working overtime and holidays.
 - a. Employees on light duty will not be excluded from working overtime or holidays as long as the work to be performed is within the employee's medical restrictions.

ARTICLE 14

SAFETY AND HEALTH

- A. A schedule of the meetings and minutes of the Safety and Health Committee meetings will be sent to the President of the APWU and one copy to each craft represented by the APWU. These meetings will be held quarterly or more frequently as requested by either party. Any grievances appealed to the Safety and Health Committee will serve as a request by the Union for such a meeting. It is further agreed that the responsibility of implementing any and all actions or decisions of this joint committee will be Management's.
- B. It is further recognized that for the health and safety of the employees and the maintaining of an effective work force, Management must maintain safe, clean,

- healthy and comfortable work areas.
- C. Every effort will be made by Management to provide adequate heating and cooling systems at all work locations. Management will immediately attempt to rectify the situation or problem of extreme variation of temperatures in work areas.

ARTICLE 17

REPRESENTATION

- A. The Salt Lake City Postmaster or designee and selected staff members shall meet with the designated officials and representatives of the Local on the fourth Wednesday of each month at a time agreed upon by both parties. The Manager, Salt Lake City P&DC, or designee, and selected staff members shall meet with the designated officials and representatives of the Local on the fourth Wednesday of each month at a time agreed upon by both parties. Meetings are for one (1) hour to confer with respect to the agreements, the installation of current projects, new programs and on other postal matters of local interest. One member from the APWU will be

authorized one (1) hour of official time to attend if during the regularly scheduled tour of duty.

- B. Management shall meet with Union representatives prior to the Christmas operation (no later than October 15) to discuss procedure and policy. However, discussion may be accomplished at a Labor/Management meeting.
- C. Open-door policy. The "open-door policy" as practiced in the past, wherein either party has the right to a meeting with the other at any reasonable time in order to dispose of matters which warrant consideration, shall remain in effect.
- D. Labor/Management Meeting minutes. Minutes shall be kept of all Labor/Management meetings and a copy sent to the Union and each station and branch for posting on the bulletin board.

ARTICLE 17

RECOGNITION OF TOURS AND THE APWU STEWARD SYSTEM

- A. Shop stewards are assigned to tours or sections as described in Article 12, Reassignments. The number

of stewards per craft, per tour, per station/branch or other unit, will be subject to change according to the number of employees as outlined in the 2018-2021 National Agreement, Article 17, Section 2A.

ARTICLE 20

PARKING

- A. Parking space shall be made available to employees on an equitable basis as parking spaces become available.
- B. Prior to making assignments or changes of employee parking, the APWU President will be consulted.
- C. Employee parking spaces available at all units will be used on a first come, first served basis, except for those designated otherwise; i.e. handicap, official, etc.

ARTICLE 22

BULLETIN BOARDS

- A. Management shall provide two (2) bulletin boards at each station for the posting of information for the

employees. One board shall be provided for the workroom floor and one for the swing room. One bulletin board shall also be provided for the Computerized Forwarding Unit.

ARTICLE 25

HIGHER LEVEL ASSIGNMENTS

- A. Immediate work areas for detail to higher level assignments are the same as identified under Article 12, Reassignments, Section B.2 of the Memorandum of Understanding.

ARTICLE 36

TRAVEL, SUBSISTENCE AND TRANSPORTATION

- A. When an employee is at work at a post office, branch, station or facility and is sent to another unit to work, the Postal Service will pay parking fees and the current rate of mileage allowance, or will furnish

transportation. If the distance is less than one-half (1/2) mile and within walking distance, the employee will be allowed travel time to the new unit and back to his original place of work.

ARTICLE 37

SENIORITY LISTS

- A. Seniority lists shall be updated on a quarterly basis. These lists shall be posted at all stations and branches and the main office. A copy shall be given to the president of the Salt Lake City Area APWU and one to each of the craft director of the APWU, as it relates to their particular craft.

ARTICLE 37

ABSENTEE BIDS

- A. Requests for clerk bid sheets (vacancy reports) must be submitted to the Postmaster or Senior Plant Manager and include the employee's mailing

address. Requests must be submitted seven days prior to the employee's beginning date of scheduled annual leave, sick leave or LWOP. No bid sheets will be mailed when the closing date of the vacancy report is within four days or less of the request. Management will also post the vacancy report on the Salt Lake District webpage. Employees will be responsible to submit their bid under the current system of bidding (i.e. telephone or internet). The MVS and Maintenance crafts will follow the procedures as established by their craft articles.

ARTICLE 38

MAINTENANCE CRAFT

SECTION 5.C.3

In accordance with 38.4.C, when an assignment is filled via the PER, In-Service or New Hire, the Notice of Intent (NOI) shall include special requirements such as the Occupational Group training course(s) which the employee will have to successfully complete in order to be considered "qualified" for the promotion.

The employees will be required to successfully complete up to 2 qualification courses based on occupational group, in addition to IES, within the one-year qualification timeframe per Article 38.5.C.3. The specific courses selected for qualification will be determined based on the needs of the Service at the time of NOI Posting and will be chosen from the attached list of qualifying courses.

Should an employee in a Pending Qualification Status move to a different bid due to the PAR process, the previous determined qualification training courses may be changed based on the needs of the Service at the time of Course/Student enrollment.

Note: IES is a prerequisite-training requirement for all of the following positions, MPE-9, BEM-9 and ET-10.

MM-7 = IES is considered the qualifying course.

MPE-9 = One of the courses listed on the qualification training class list in addition to IES and prerequisites.

BEM-9 = Two of the courses listed on the qualification training class list in addition to IES and prerequisites.

ET-10 = Two courses, one of which will be a system course, the other will be a peripheral computer/network-oriented course as listed in the qualification training class list.

The “qualification training class list” will be amended based on future equipment deployment/removal or course offering.

SECTION 8: OVERTIME ASSIGNMENTS

- A. Overtime assignments will be made in accordance with Article 8, Section 5, and Article 38, Section 7B of the National Agreement by tour.
- B. When employees are on relief coverage, they shall be utilized for overtime as if on that tour.

SECTION 10: ANNUAL LEAVE

- A. Sign-up for individual choice vacation period shall be done by tour, stations and branches.
- B. Installation seniority will govern the selection order.

SECTION 11: HOLIDAY ASSIGNMENTS

- A. When employees are on relief coverage, they shall be utilized as if on that tour.

SECTION 12: REASSIGNMENTS

A. This shall be in accordance with Article 38, Section 3K.

ARTICLE 39 MOTOR VEHICLE CRAFT

A. For the purposes of reassignment, vacation sign-up, and overtime, the following shall be designated as sections for the Motor Vehicle Craft:

1. Motor Vehicle Operators (all tours)
2. Vehicle Maintenance Facilities
 - a. Reassignment and vacation sign-up sections
 - (1) South Jordan Vehicle Maintenance Facility
 - (2) Salt Lake Auxiliary Vehicle Maintenance Facility
 - b. Overtime Sections
 - (1) South Jordan Vehicle Maintenance Facility
 - (2) Salt Lake Auxiliary Vehicle Maintenance Facility
 - (3) Cross section: To be utilized at either section prior to mandatory.

- B. Article 8, Section 9, provides reasonable wash-up time for those employees who perform dirty work or work with toxic material. Employees represented by the APWU shall be granted such time as is reasonable and necessary for washing up after performing dirty work.
- C. In accordance with the National Collective Bargaining Agreement, Article 39, Section 2.A.6 and Section 2.A.7, all MVS craft positions shall be reposted annually. The posting date shall be two weeks prior to Labor Day.

SUPPLEMENTAL AGREEMENT CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS DUE TO EMERGENCY

When postal authorities issue orders to curtail or terminate postal operations to conform to orders of local authorities, or as local conditions warrant because of emergency conditions, postal authorities will notify employees of the procedure to be followed during the

curtailment or termination (Reference 519, Employee & Labor Relations Manual). After a thorough review of local authority declarations of emergency conditions, postal authorities will take prompt action to alleviate or control the danger. In taking this action, postal authorities will take into consideration the advisements of local civic authorities and the prevailing community response during the emergency situation. Whenever there is a question of whether the postal operation should be curtailed, the local APWU President has the right to immediately discuss the situation with the Postmaster (or his designee.) Any adverse discussion by the Postmaster shall be subject to the grievance procedure. At such time when the employee is outside the office and Management communications to him regarding the emergency which may affect his well-being cannot be given him in a timely manner, it is natural for the employee to determine the proper action to take based upon his mature good judgement; when and if such is done, he should communicate with Management as soon as possible.

SUPPLEMENTAL AGREEMENT

EMPLOYEE'S RIGHTS

- A. The Union and Management agree that every employee in the Salt Lake City Postal Service should be treated with dignity, consideration, respect and tolerance, and they will make every effort to achieve this goal.
- B. When a supervisor finds it necessary to take a minor corrective measure, reprimand or question an employee about his/her actions, this shall be done in private in such a manner that it will not embarrass or humiliate the employee; in particular, such action shall not be undertaken on the workroom floor in the presence of other employees.
- C. All employees shall be treated equally, allowed the same privilege, be subject to the same rules and regulations regardless of their section, tour, branch or unit.

SUPPLEMENTAL AGREEMENT

INTERPRETATIONS

Management and the Union recognize the need for understanding and implementation of the contract language; therefore, they agree to the following definitions:

A. CONSULTATION – EXCHANGE OF INFORMATION:

The obtaining and/or entertaining by Management of views from designated representatives of the Union relative to formulating, changing or implementing policies, practices and work conditions, and considering those views, including objections or suggestions, before final action is taken.

B. QUALIFIED: Any employee who meets the required qualification standards of a position shall be considered qualified.

C. SECTION: Refers to the area where an employee is employed – either a tour, station, branch or unit of the Salt Lake City Post Office.

D. EMERGENCY: An unforeseen circumstance or a combination of circumstances which calls for immediate action and a situation which is not expected to be of a recurring nature.

E. LMOU: Local Memorandum of Understanding

F. OTDL: Overtime Desired List

IN WITNESS WHEREOF:

For the U.S. Postal Service, Salt Lake City, Utah

Chad Oborn
Plant Manager (A)

Date

For the Salt Lake City Area Local #6
American Postal Workers Union AFL-CIO

Russell Franklin
President

Date

MAINTENANCE TRAINING REQUIREMENTS FOR POSITION QUALIFICATION

ET System Course

AFCS/ISS 200*
CIOSS*

AFSM 100 ET*
DIOSS*

ET Peripheral Course

IPSS*
IJP*
TACS*

PARS*
Network Configuration*
MPI Network Cabling*

MPE

AFSM 100 MPE*
DBCS PHASE 6*
APBS*

ECA DBCS*
LCREM*

BEM

EC-1/Certificate*
ROOFTOP UNITS*

EC-3*
NEC

MM-7

IES*

* = Plus required prerequisite class(es) for this course
Attached List

September 23, 2020

Due to the new Auxiliary Service Facility, the parties have agreed to amend Article 10.C.1 of the Local Memorandum of Understanding as follows:

C. LEAVE IMPLEMENTATION

1. Sign-up for individual choices shall be conducted in each section, branch, tour, or station by craft seniority,
 - a. Within the Maintenance Craft, Sign-ups will be by section and tour by installation seniority, and divided into the following rosters:
 - i. ET, MPEs, and MMs
 - ii. Custodians and MOS-Clerks
 - iii. BEMs
 - iv. AMTs
 - v. Stations/Branches – all tours

This change will be effective for the 2015 Leave Year sign-up process that will begin November 1, 2014 for the leave taken beginning with the 2015 Leave Year.

X

Chad Oborn
Plant Manager (A)

X

Russell Franklin
APWU President

September 23, 2020

Due to the new Auxiliary Service Facility, the parties have agreed to amend Article 10.C.1 of the Local Memorandum of Understanding as follows (language to be added in bold):

14. LEAVE IN DECEMBER

The following number of employees will be allowed off in December.
Beginning December 1988, the vacation roster will provide for a December sign-up.

Number of Employees <u>In A Section</u>	Number <u>Allowed Off</u>
1-9	0
10-19	1
20-29	2
30-39	3
40-49	4
50-59	5
60-69	6
70-79	7
80-89	8
90-99	9
100-119	10
120 and above	1 for each 5 additional

In the Maintenance Craft, all sectional groups will be allowed one (1) sign-up in the month of December in sections of 1-19 employees. The Remote Encoding Center will continue to negotiate and determine the number of sign-ups allowed for all APWU crafts working within that facility. In the Clerk and MVS Crafts sections of nine (9) or less, employees may be allowed off in December with the approval of their immediate supervisor.

This change will be effective beginning with the 2015 Leave Year and the 2015 Leave sign-up period that begins on November 1, 2014.

X

Chad Oborn
Plant Manager (A)

X

Russell Franklin
APWU President

September 23, 2020

Due to the new Auxiliary Service Facility, the parties have agreed to amend Article 12.B.2.k of the Local Memorandum of Understanding as follows:

k. Maintenance Operations

(1) GMF

- a. Tour 1
- b. Tour 2
- c. Tour 3

(2) ASF

- a. Tour 1
- b. Tour 2
- c. Tour 3

(3) Stations/Branches – All tours

The parties recognize that any reassignments will take the occupational group and level into consideration.

This Change will be effective beginning with the 2015 Leave Year.

X

Chad Oborn
Plant Manager (A)

X

Russell Franklin
APWU President