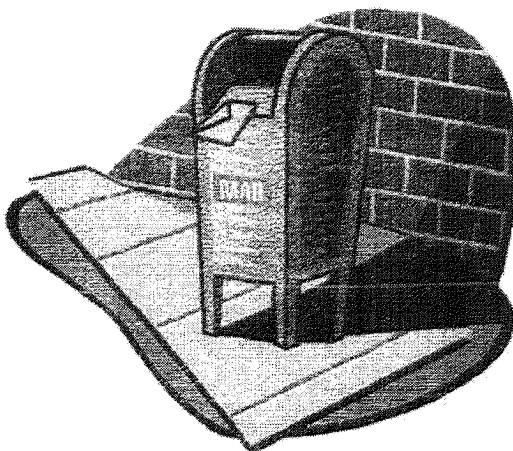


MEMORANDUM OF UNDERSTANDING



BRANCH 450

NATIONAL ASSOCIATION OF LETTER CARRIERS

AFL - CIO

UNITED STATES POSTAL SERVICE

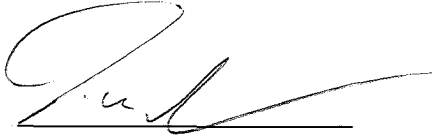
BELLINGHAM , WASHINGTON 98225, 98226, & 98229

## PREAMBLE

This Memorandum of Understanding is entered into on **June 26, 2025** between Management of the U.S. Postal Service, (herein called the Employer), and Branch 450, National Association of Letter Carriers, AFL - CIO, (herein called the Union) pursuant to the local implementation provisions of the **2023** National Agreement. Contained in this Understanding are all Articles of the 2017 Memorandum of Understanding except as amended or deleted under Article 30 of the **2023** National Agreement. In all parts of this document, the word "he" refers to individuals of either sex.

IN WITNESS WHEREOF:

U. S. POSTAL SERVICE



Jerel C. Singleton  
OIC POSTMASTER  
BELLINGHAM, WA.

NATIONAL ASSOCIATION  
OF LETTER CARRIERS,  
AFL - CIO



Kevin W. Ernest  
PRESIDENT, BRANCH 450  
BELLINGHAM, WA.

# ARTICLE 1

## UNION RECOGNITION

Section 1. This Memorandum of Understanding covers all employees of the Bellingham, Washington Post Office in installations and facilities for which the National Association of Letter Carriers, AFL - CIO has been recognized as the national exclusive bargaining representative at the national level with respect to wages, hours of employment and other terms and conditions of employment, unless otherwise superseded by terms of the National Agreement of 2023.

Section 2. The following employees in the unit represented herein are not covered by this Memorandum of Understanding:

A. Those Management personnel and employees specified in Article I, Section 2, of the National Agreement of 2023.

Section 3. The word "emergency" shall be defined in this Memorandum of Understanding as an unforeseen circumstance or combination of circumstances that calls for immediate action in a situation which is not expected to be recurring.

# ARTICLE 8

## HOURS OF WORK

Section 1. All regular carriers shall have a five (5) day work week with rotating days off. Flex-regular carriers shall assume the non-scheduled days off of the route (s) they relieve for periods of five (5) days or longer. Unassigned regular carriers shall assume the schedule and days off of their opted assignments or their original assigned rotation.

Section 2.

- A. Each station or delivery unit, including the main office, shall maintain a separate Overtime desired list.
- B. In order to assure that overtime will be scheduled on an equitable basis, appropriate records will be maintained on a standard form, updated and posted on a weekly basis.

Section 3. Installation heads shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic materials. The amount of wash-up time granted each employee shall be subject to the grievance procedure.

Section 4. A Full-time regular called in to work on a non-scheduled day shall work his/her full-time duty assignment provided there is a vacant route or ample work limited to his/her string to which the T-6 is assigned and the T-6 agrees to such assignment. Otherwise, the carrier working on a non-scheduled day will be assigned where needed.

# ARTICLE 10

## LEAVE

### Section 1. FORMULATION OF LOCAL LEAVE PROGRAM

- A. Each station or delivery unit shall maintain a separate leave roster. Seniority shall be used in the selection of vacation. Basis for seniority shall be the current city-wide seniority list. For the purposes of bidding and the relinquishment of leave, the Union shall be considered the senior bidder.
- B. By the first week in November, the Employer will post on the carrier bulletin board the date of the beginning of the new leave year and a current roster of Letter Carrier's seniority list.
- C. A mutually agreed to carrier craft employee will act as "Leave Monitor" and a designated Delivery Supervisor will act as coordinator to expedite the signing of the Vacation Roster.
  - 1. The Leave Monitor shall post a sign-up schedule listing for all carriers' names and the dates which they will sign for their vacation not later than one (1) week prior to the first sign-up date. The Leave Monitor and the Leave Supervisor will decide the number of carriers to sign-up on any given day.
  - 2. There will be no less than 24 hours between each leave request and not more than 48 hours.
- D. If the carrier's request for leave cannot be granted because the time period requested is not available, he/she will be given the opportunity for a second choice before the carrier junior to him/her has his/her leave request granted.
- E. On the first sign-up, each Letter Carrier, at his/her option, shall be granted two (2) selections during the choice vacation period by seniority, as outlined in Article 10, Section 3.D.3 of the National Agreement.

### Section 2. DURATION OF THE CHOICE PERIOD

The choice leave period will begin with the first full week in May and run 20 consecutive weeks plus the weeks of Thanksgiving, Christmas, New Year's Day and the week of Spring break for the Bellingham School District, for a total of 24 weeks of choice vacation period.

### Section 3. DETERMINATION OF NUMBER OFF EACH WEEK OF LEAVE YEAR

During each week of the choice vacation period, 15% of the workforce at each station will be allowed leave. During each week of the non-choice vacation period, 8% of the workforce at each station will be allowed leave. A decimal of .5 and above will round up. A decimal of .49 and below will round down.

### Section 4. APPLICATION FOR LEAVE OTHER THAN CHOICE PERIOD

- A. During the second sign-up period, the carriers will be allowed to request leave either in or out of choice period pursuant to the limitations in Article 10 of the National Agreement.
- B. During the third round, Letter Carriers may select periods of full weeks or less than one week, until the end of the selection period pursuant to the limitations in Article 10 of the National Agreement.
- C. After the selection period, application for annual leave for periods of full weeks or less than one week shall be granted, if approved, on a first-come, first-serve basis. Except for emergencies, requests for leave in the following week must be submitted no later than the end of tour on Monday. The Supervisor shall answer said requests on Wednesday. The Employer shall answer all other requests for leave in a timely manner.

### Section 5. ISSUANCE OF OFFICIAL NOTICE OF APPROVED LEAVE FOR PRIME VACATION PLANNING

Each employee's approved leave will be indicated on the leave chart posted on the carrier's bulletin board on the day following his/her sign-up date.

### Section 6. BEGINNING DAY OF EMPLOYEE LEAVE WEEK

The employee's leave week will begin on Monday.

### Section 7. ATTENDANCE AT NATIONAL OR STATE CONVENTIONS

Within the constraints of Article 24, Section 2a., b., & c. of the National Agreement, members of the Union will not have attendance at NALC State, National, and Regional conventions and assemblies charged against their prime vacation time. Prime vacation during convention and assembly periods not utilized by Delegates will be posted in accordance with this Memorandum of Understanding, except that bidding will be by regular seniority. The Employer will be notified of dates prior to the posting of the vacation schedule if possible. If the Employer is notified of the dates of the NALC State, National, and Regional conventions and Assemblies after

posting of the leave roster, the leave will be granted if there are still vacancies in the leave schedule for the week of those dates, otherwise, the Employer will make every reasonable effort to grant such requested leave, consistent with service needs.

#### Section 8. JURY DUTY

Letter Carriers on jury duty during the prime vacation period will be eligible for another available period within the prime vacation period. Jury duty will not be considered as part of the quota of Letter Carriers off during the prime vacation period.

#### Section 9. MILITARY DUTY

Letter Carriers on military duty during the prime vacation period will be eligible for another available period within the prime vacation period. Military duty will not be considered as part of the quota of Letter Carriers off during the prime vacation period.

#### Section 10. RELINQUISHMENT OF LEAVE

- A. Any Letter Carrier who signs for vacation and does not want the same must notify the Union and the Employer in writing of his/her desire to relinquish the vacation a minimum of ten (10) days prior to the first day of the scheduled vacation period. Carriers must relinquish vacation in units of complete weeks if originally requested as complete weeks. If there are spots available on the leave board for the date the carrier wishes to relinquish, then the carrier may relinquish the leave within the 10-day requirement.
- B. If one (1) or more weeks of vacation are relinquished, the supervisor shall post, for three days, the relinquished period.
- C. Previously submitted, disapproved PS Form 3971's for relinquished vacation periods may be resubmitted at the time of posting and shall be honored as provided in 1 and 2 of this section. It is the responsibility of the employee to maintain and resubmit said form.
  - 1. The vacation period (s) shall be awarded in the following order:
    - a. Previously submitted PS Form 3971's for full weeks of the relinquished vacation period(s), as stated in section 1,C.
    - b. By Seniority, of those carriers junior to the carrier who relinquished the week.
    - c. By Seniority of the entire carrier roster.

2. Periods of less than full weeks shall be awarded, if there were no bids for the full week relinquished, in the following order:
  - a. Previously submitted PS Form 3971's.
  - b. By Seniority of the entire carrier roster.

#### Section 11. TRANSFERS OF ASSIGNMENT

If a carrier transfers from one station to another, previously approved leave will accompany the carrier. The leave slot in the losing office will not be available for bid until the gaining office has an available slot for the transferred carrier.

#### Section 12. TRADING OF LEAVE PERIODS

Limited trading will be allowed, subject to the approval of the Union and the Employer after the selection process has been completed.

#### Section 13. EXTENDED TIME OFF

The need for extended time off during prime time on a limited basis is recognized by the Union and the Employer. Such an extended time, however, will be granted only once in five (5) years to any one (1) carrier. Such extended annual leave will be a matter between the individual carrier, the Union, and the Employer, and the extended leave, if granted, will be subtracted from the total prime time authorized for the Union.



# ARTICLE 11

## HOLIDAYS

Section 1. After determination has been made by the Employer as to the number of employees needed on a holiday, or designated holiday, the Employer must select those needed in the following order:

- A. Part-time flexible
- B. All other volunteers by seniority.
- C. City Carrier Assistants
- D. Full-time, Unassigned, and Flex regulars not volunteering to work their non-scheduled workday by inverse seniority, according to section 3.
- E. Full-time, Unassigned, and Flex regulars not volunteering to work their designated holiday by inverse seniority, according to section 2.

Section 2. An inverse seniority list will be administered at all times so the junior employee not required to work his/her designated holiday will be the first employee required to work the next designated holiday.

Section 3. An inverse seniority list will be administered at all times so the junior employee not required to work his/her non-scheduled day will be the first employee to work the next non-scheduled day.

Section 4. In the event this results in an excess Letter Carrier on a string of routes, the T-6 on that string of routes may be required to perform a temporary change in assignment.

# ARTICLE 12

## PRINCIPLES OF SENIORITY, POSTING AND REASSIGNMENTS

Section 1. For the purpose of reassignment of employees excess to the needs of a section within the installation of Bellingham, Washington, each station and/or delivery unit shall be considered a section.

# ARTICLE 13

## ASSIGNMENT OF ILL OR INJURED REGULAR WORK FORCE EMPLOYEES

- Section 1. When a Letter Carrier requests assignment to a temporary or permanent assignment to light duty, as in accordance with the provisions of Article 13 of the National Agreement, Management shall make every reasonable effort to honor such requests.
- Section 2. When it is not possible to assign an ill or injured employee to a temporary or permanent light duty assignment within the Letter Carrier craft, the Installation Head shall consult with a designated representative of the craft to which his/her assignment is proposed, and the designated representative of the employee's own craft, prior to effecting the assignment. The representative of the Letter Carrier craft shall be Branch President or his/her designee.
- Section 3. Light duty assignments within the carrier craft will be defined as the following, provided they are within the physical limitations set forth in the employee's medical documentation:
- A. Assisting routes by casing mail.
  - B. Updating sequential mail lists or cards.
  - C. Special and Express mail delivery.
  - D. Other duties that the ill or injured may be able to perform, consistent with the needs of the service.

# ARTICLE 14

## SAFETY AND HEALTH

- Section 1. No vehicle shall be placed in service or permitted to be operated unless it is in a safe condition. Another vehicle shall be assigned to an employee until it is determined by the Supervisor on duty that the allegedly unsafe vehicle is safe. No employee shall be allowed to work with unsafe equipment or in unhealthy condition.
- Section 2. Regular scheduled safety talks shall be held for all available employees on the clock at least once a week.
- Section 3. When weather conditions are such as to cause a health or safety hazard for members of the carrier craft, the Postmaster or his/her designee will take into consideration conditions of ice, snow, high wind, and pollution warning, and the advice or order of local, state, and federal officials when making determinations to curtail service.

# ARTICLE 17

## REPRESENTATION

- Section 1. The President, and/or his/her designee, including designated stewards, shall be afforded prompt, proper, and due recognition by all supervisory personnel and Management officials at the Bellingham Post Office in carrying out their duties, responsibilities, and obligations under this Memorandum of Understanding and the National Working Agreement.
- Section 2. Labor-Management meetings shall be held at least semi-annually and at other times as agreed upon by both parties. Minutes of Labor-Management meetings shall be kept by both parties and copies shall be exchanged and initialed by the parties for verification.
- Section 3. Stewards and Supervisors shall cooperate to the fullest extent in furthering the good of the service and the employees' welfare by keeping employees currently informed of their rights and any changes in policy or procedure by the method of periodic discussions on the workroom floor. Employees will be on the clock for the time necessary.
- Section 4. Representatives of Branch 450 shall have the right to the use of the public address system, where available, in the Main Post Office or any station for the purpose of making announcements to the Letter Carriers.
- Section 5. Welfare Committee. A Welfare Committee shall be established in the Bellingham, Washington Post Office. Meetings of this committee shall be held with the Postmaster and/or his/her designee on the clock, with one representative of Branch 450 attending. Such meetings shall be called on the basis of need.

# ARTICLE 20

## PARKING

- Section 1. Representatives of the Union may use available space for parking when on official business.
- Section 2. The employer will make available as many employee parking spaces as possible. Those spaces made available will be assigned to individual employees on the basis of seniority within the Bellingham, Washington Post Office.
- Section 3. Management will maintain two parking spaces for the senior carriers at Bellingham Main, barring any unforeseen circumstance or emergency.
- Section 4. If management does not provide parking for every city carrier craft employee, the employee will be granted a (seven) 7-minute leeway before being considered tardy.
- Section 5. The Employer must provide and maintain a parking area for bicycles.

## ARTICLE 22

### BULLETIN BOARDS

Section 1. A bulletin board and a space in each station in the Bellingham Post Office shall be provided by management for the use of Branch 450, National Association of Letter Carriers. This bulletin board will be no smaller than 3' X 4'.

# ARTICLE 41

## PRINCIPLES OF SENIORITY, POSTING AND REASSIGNMENTS

- Section 1. Bidding for vacant assignments will be restricted to all carrier craft employees of the Bellingham Post Office.
- Section 2. Carriers bidding for a vacant assignment (s) will do so on PS Form 1717 and deposit into a locked sealed carrier bid box provided for that purpose, during the period for which the notice is posted.
- Section 3. In instances where several assignments are posted, stating his/her preferences in the following manner:  
First choice\_\_\_\_\_, Second choice\_\_\_\_\_, Third choice\_\_\_\_\_,  
Fourth choice\_\_\_\_\_, Fifth choice\_\_\_\_\_, etc.
- Section 4. T-6 assignment vacancies will be posted and bid for in the same manner as provided in this Article.
- Section 5. All full-time carrier assignments, including the T-6 assignments, must be posted for ten (10) days.
- Section 6. A Letter Carrier route will not be posted if there is a change of more than one hour in the starting time.
- Section 7. When a Letter Carrier route or full-time duty assignment other than the Letter Carrier route(s) or full-time duty assignment (s) of the junior employee (s) is abolished at a delivery unit as a result of, but not limited to, route adjustments, highways, housing projects, all routes and full-time duty assignments at that unit held by Letter Carriers who are junior to the carrier (s) whose route (s) or full-time duty assignment (s) was abolished shall be posted for bid in accordance with the posting procedures in this article.
- Section 8. Union and Management will mutually agree on office policy for the purpose of opting on routes and scheduling of all Employees. This policy will be subject to review each year for the purpose of subsequent mutually agreed upon revisions.
- Section 9. When creating the weekly schedule, management shall assign a carrier to routes that do not have an assigned T-6, with consideration to the needs of the service.



## SEPARABILITY AND DURATION

This Memorandum of Understanding shall continue in full force and effect for the duration of the National Agreement of 2023 or be extended as determined by the parties to the National Agreement. In event any article or portion of any Article in this Local Memorandum of Understanding is found to be in violation of the National Agreement, only that Article or portion of that Article shall be void, and the remaining portion shall be in full force and effect.