

LOCAL MEMORANDUM of UNDERSTANDING  
BETWEEN  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL ASSOCIATION OF LETTER CARRIERS  
BRANCH 450  
\* \* \* \* \*  
AGREEMENT COVERS THE  
LETTER CARRIER CRAFT EMPLOYEES  
OF  
MOUNT VERNON, WASHINGTON 98273

This Local Memorandum of Understanding enumerates and defines the terms of agreement between the signatories as to the twenty-two items Article 30 provides may be locally negotiated. It is mutually understood that no provision of this Local Memorandum may be inconsistent or in conflict with the National Agreement.

The LMOU applies to those City Craft employees including CCA's of The Mount Vernon, Washington Post Office.

\* \* \* \* \*

## *ARTICLE 8*

### *HOURS OF WORK*

#### *1. Wash Up Time*

- A. Article 8.9: 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.

## ARTICLE 10

### LEAVE

#### 1. *Formulation of Leave Program*

- A. The choice vacation period shall be the first week of April through the last week of September and to include the weeks of all federal holidays.
- B. During the choice vacation period, thirteen percent (13%) of the Carrier complement including CCA's shall be guaranteed leave during each week. Percentages including 4 or more shall be rounded to the next higher whole number.
- C. In other than the choice vacation period, thirteen percent (13%) of the Carrier complement shall be guaranteed leave in each week. Percentages including 5 or more shall be rounded to the higher whole number.
- D. Vacations shall begin on a Monday and end on a Saturday.

#### 2. *LEAVE SELECTION*

- A. Union representatives and employees will be notified within 24 hours of Management's awareness of the beginning date of the new leave year.
- B. It shall be the responsibility of Management to maintain a leave calendar showing leave slots throughout the leave year and the selection period. At the end of the selection process, as defined by this Agreement, Management shall post the leave calendar showing both filled slots by name and available remaining time, 'subject to the incidental leave provisions of this Agreement. This calendar shall be made available to the Shop Steward upon request.

- C. All annual leave requests during this selection process shall be approved within 48 hours by the appropriate supervisor, provided the employee has submitted a form 3971, in duplicate, filling in all applicable items. Each employee shall receive a copy of form 3971 as soon as it is approved or disapproved, when the employee is available to receive this form.
- D. The selection period shall begin on December 1. All city craft employees shall select a first choice in the choice vacation period, consistent with Article 10, Section D of the National Agreement. No city craft employee will be allowed to select two (2) separate units until all career employees have had an opportunity to make a first choice. After each city craft employee has had an opportunity to make a first choice, subsequent rounds shall continue until finished.
- E. Employees shall select leave in groups of ten (10), with two (2) working days for each employee to make his/her selection. In the event that an employee is not granted his/her selection due to seniority and/or the terms of this Agreement, each employee shall have two (2) working days to make another selection. An NALC "leave monitor" will monitor the selection process, receive and present all 3971's to the appropriate supervisor.
- F. Annual leave requests outside the choice vacation period shall be granted on a first-come, first-served basis. All leave requests must be submitted using Form 3971. Management will approve or deny requests within 48 hours of submission. Incidental leave requests must be submitted by the Monday of the week prior to the start of the scheduled tour for which leave is requested. Incidental leave requests shall be granted by management provided that there are leave slots available on the leave calendar

### 3. LEAVE CANCELLATION

- A. Fourteen (14) days prior notice must be given to cancel any week or weeks of annual leave. Leave may be canceled within fourteen (14) days if there are slots available on the leave calendar, otherwise, cancellations with less than fourteen (14) days prior notice will be accepted only with documentation of good cause (sickness, death in family, etc.) or upon approval of Union and Management. Any cancellation must be for a full week if originally requested as a full week.

- B. Notice of cancellation will be given to Management, in writing, who will then inform the Union. A canceled week(s) will be posted as soon as known to Management.

#### *4. Duration of the Choice Vacation Period*

- A. The choice vacation period will be from the 1st week of April thru the last week of September.

#### *5. Beginning Day of Any Vacation Period*

- A. All properly selected full periods of annual leave under this LMOU will begin on a Monday and end on a Sunday.

#### **6. ATTENDANCE AT NATIONAL OR STATE CONVENTIONS**

- A. 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.
- B. For the purposes of bidding and the relinquishment of leave, the Union shall be considered the senior bidder.
- C. The Employer will be notified of dates prior to the posting of the vacation schedule if possible. Those dates reserved prior to the vacation schedule being posted will have one extra leave slot designated solely for the purpose of carrier craft employees attending Union trainings, seminars, or conventions.
- D. If the Employer is notified of the dates of the NALC State, National, and Regional conventions and Assemblies after posting of the leave calendar, the leave will be granted if there are still vacancies in the leave calendar for the week of those dates, otherwise, the Employer will make every reasonable effort to grant such requested leave, consistent with service needs.

## ARTICLE 11

### HOLIDAY WORK

#### 1. *Holiday Work Assignment Method*

A. All holiday assignment schedules will be established by use of the following method on an installation wide basis;

1. All Full Time Regular Carrier volunteers to work the day designated as their holiday by seniority.

2. Non-scheduled Day Full Time Regular Carrier volunteers, by seniority

3. All CCA employees to the extent possible.

4. PTF's.

5. Full Time Regular Carriers who did not volunteer to work their non-scheduled day, by inverse seniority order.

6. Full Time Regular Carriers who did not volunteer to work their holiday or day designated as their holiday by inverse seniority.

The holiday assignment schedule will be posted no later than Tuesday of the week preceding the holiday.

## ARTICLE 13

### LIGHT DUTY ASSIGNMENTS

#### *1. Light Duty Assignments To Be Reserved For Temporary or Permanent Light Duty Assignment*

- A. 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.
- B. Management will make every effort to utilize Carriers in their own craft for light duty assignments when feasible.
- C. Light duty assignments will be consistent with the medical restrictions of the Carrier requesting such assignment and the availability of suitable work within the installation.

#### *2. Method Used In Reserving Light Duty Assignments*

- A. Management will assure that no FTR Carrier will be displaced or adversely affected by the establishment of any light duty assignment.
- B. Management will attempt to assign Carriers in their own craft for light duty assignments. It is understood that the basic work week, as well as the employees tour of duty, can be changed to meet the needs of the Service.
- C. When Management is unable to honor a Carrier's written request for light duty, the requesting individual will be given written explanation for the denial of such request.

#### *3. Identification of Light Duty Assignments*

- A. Work and or assignments identified as being Carrier light duty will include, but not be limited to:

1. Casing of individuals' own assignment mail
  2. Casing mail of other assignments within the installation
  3. Labeling of Carrier cases
  4. Performing mail collections
  5. Updating/recording orders in Carrier route books
  6. Delivering Express Mail
  7. Providing auxiliary assistance
  8. Any other Carrier functions as established under Article 1 of the National Agreement
- B. The performance of any of the above listed functions or those not specifically identified will only be permissible within the specified medical restrictions or limitations of the Carrier on light duty.
- C. The Carrier is responsible for providing Management with medical documentation of any restrictions.



## *ARTICLE 14*

### *HEALTH & SAFETY*

#### *1. Curtailment of Mail During Emergencies*

- A. The decision to curtail or terminate Postal operations because of emergency conditions will be a local management decision. The decision will be based on the severity of the conditions. Every effort will be made by employees to perform the basic mission of the Postal Service.
- B. When Management knows, in advance of Carrier starting time, that delivery operations will be curtailed, it will make every effort to notify Carriers in order to avoid the Carrier being at risk on the way to work.

## *ARTICLE 20*

### *PARKING*

#### *1. Assignment of Employee Parking Spaces*

- A. Carrier parking will be the northernmost ten (10) parking spaces on the Harrison Street fence.

## ARTICLE 41

### PRINCIPLES OF POSTING & SENIORITY

#### 1. *Non-Scheduled Days*

- A. The Carrier craft shall have rotating non-scheduled days off unless a five day work week is implemented Nationally.

#### 2. *Items Subject to Local Negotiations As Provided For In Article 41 of the National Agreement*

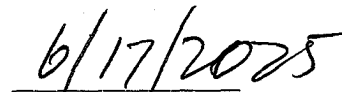
- A. A Full Time Regular Carrier, called into work on a non-scheduled day, shall work his/her full time duty assignment, provided there is a vacant route on the string to which the T-6 or Utility Carrier may be assigned. In the event that this results in excess carriers, the T-6 may be forced to perform a temporary change in schedule off their assigned string.
- B. If a carrier's route assignment changes by 50% or more in delivery territory, the carrier may choose to continue servicing the route or initiate a bid-down. In a bid-down, the carrier's route and all junior routes are posted for bid and awarded based on seniority in accordance with the posting procedures in this article.

This  
Local Memorandum of Understanding  
of  
Mount Vernon, WA

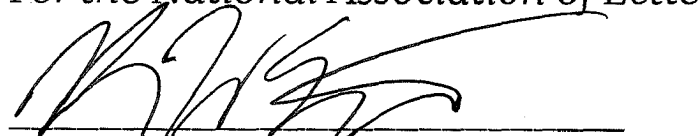
Accord signed on June 17, 2025

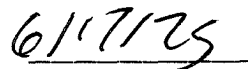
For the United States Postal Service:

  
Vera Kroshko, Postmaster

  
6/17/2025

For the National Association of Letter Carriers:

  
Kevin W. Ernest, President, NALC Branch 450

  
6/17/2025