

2010-2015

Memorandum of Understanding

Between

American Postal Workers Union, AFL-CIO  
Greater Cincinnati Area Local

and

United States Postal Service, Cincinnati Ohio

### ITEM 1 - Wash Up

Employees who perform dirty work or work with toxic materials shall receive reasonable wash up time **of at least 10 minutes** before going to lunch and before the end of their tour of duty. Consideration will be given to nature of work performed and distance to and from wash rooms in determining what is reasonable.

### ITEM 2 - Basic Work Week

Non-scheduled work days for all full time employees in Postal Vehicle Service (Motor Vehicle Service) will continue having consecutive and rotating off days as assigned to PVS bid route.

All other full time employees will have Fixed off days.

### ITEM 3 - Emergency Curtailment

Postal Operations will be curtailed or terminated when the Postmaster or Plant Manager determines that conditions so warrant. Reasonable consideration shall be given to, but not limited to, such conditions as:

1. The Safety and Health of the Employee
2. Civil Disorders
3. Acts of God
4. Hazardous Weather Conditions
5. Advice of Local Authorities

Management will notify the employees at the earliest possible time of termination or curtailment of Postal Operations. Such notification will be by telephone and/or available public media such as TV or radio.

### ITEMS 4, 5, 6, 7, 8, 9, 10, 11, 12 & 20 - ANNUAL LEAVE

1. Choice vacation periods and the number of employees allowed off each week are:

In determining the number of employees who shall receive leave each week in accordance with applicable provisions of the Local Memorandum of Understanding, all fractions are to be rounded to the nearest whole number, i.e., .5 move upward, less than .5 move downward.

## A. Clerk Messenger

First Saturday in February through first Friday in November, no more than (1) one employee on Tour 2 and (1) one employee on tour 3 can be gone in any one week, except June, July and August (2) two employees on Tour 2 may be off on Annual Leave in any one week.

No later than December 15, each supervisor will post in his/her unit notification of the choice vacation period stating that each employee will be contacted between December 26 through January 20 to make his/her selection. The employee shall receive written notice of his/her successful selection and the vacation schedule shall be posted not later than January 31. Employee who fails to make a selection by January 20 will be placed after the most junior employee in determining vacation choice. Choices will be granted in order of seniority.

Should the number of Clerk Messengers decrease, this section shall be reopened, at the option of either party.

## B. Motor Vehicle

### 1. Vehicle operations

Third Saturday in March through the last full week of November. Ten (10%) percent can be gone in any one week through the third Friday in October. Seven (7%) percent subsequent to that through the last full week of November.

### 2. Vehicle Maintenance

#### a. Main Vehicle Facility

First Saturday in April through the fourth Friday in September. Three (3) Mechanics, one (1) Lead Mechanic, one (1) Garageman, and one (1) Body/Fenderman can be gone in any one week. Should the complement of Garagemen increase to eight (8), two (2) Garagemen can be gone in any one week.

#### b. Norwood Auxiliary Facility

First Saturday in April through the fourth Friday in September, one (1) Mechanic, one (1) Lead Mechanic, one (1) Garageman, one (1) Tool and Parts Clerk and one (1) General Clerk can be gone in any one week.

### 3. All Other Vehicle Operation and Maintenance Employees

First Saturday in April through the fourth Friday in September. One (1) Office Clerk, one (1) Dispatcher Clerk, one (1) Driver Instructor, one (1) General clerk, and one (1) Storekeeper or Tool and Parts Clerk can be gone in any one week.

### C. MAINTENANCE

First Saturday in March through Last Friday in November.

The number of employees in the maintenance craft who shall receive leave each week from the first Saturday in June through the last Friday in September will be 15%. 10% will receive annual leave each week during the remainder of the choice vacation period.

For the purpose of designating sections, the section as defined in the "Overtime Desired List" will be used in vacation scheduling.

No later than December 15, each supervisor will post in his/her unit notification of the choice vacation period stating that each employee will be contacted between December 26 through January 20 to make his/her selection and the vacation schedule shall be posted no later than January 31. Employees who fail to make a selection by January 20 will be placed after the most junior employee in determining vacation choice. Choices will be granted on the basis of seniority for preferred assignment.

### D. CLERKS

First Saturday in February through first Friday in November.

**The Maximum number of employees in the clerk craft who shall receive leave each week, from the first Saturday in May through the last Friday in August, will be 15%. 10% will receive annual leave each week during the remainder of the choice period.**

**For the purpose of designating sections, the section as defined in the "Overtime Desired List" will be used in vacation scheduling unless otherwise noted.**

The number of employees scheduled for vacation in any section in any one week will be based on the scheme assignment and/or skills required.

No later than December 15, each supervisor will post in his unit notification of the choice vacation period stating that, each employee will be contacted between December 26 through January 20 to make his/her selection. The employee shall receive written notice of his/her successful selection and the vacation schedule

shall be posted no later than January 31. Employee who fails to make a selection by January 20 will be placed after the most junior employee in determining vacation choice. Choices will be granted in order of seniority.

#### E. ALL CRAFTS

I. With the exception of Maintenance Craft, Clerks and Clerk Messengers, no later than January 1, each Supervisor will post in his unit notification of the choice vacation period stating that each employee will be contacted between January 10 through February 10 to make his/her successful selection and the vacation schedule shall be posted no later than February 15. Employee who fails to make a selection by February 10 will be placed after the most junior employee in determining vacation choice. Choices will be granted in order of seniority.

**All employees may at their option, request 3 vacation selections during the choice vacation period in units of either five (5) or ten (10) working days, the total not to exceed twenty (20) working days. The first option to be by seniority: the second option to be considered by seniority only after all employees within the Leave Group has exercised their first option: the third to be considered by seniority only after all employees within the Leave Group have exercised their second option. Any employee at the time of vacation selection, whom has over 440 hours of annual leave, will be granted a fourth selection of five (5) working days. The fourth selection is to be considered by seniority only after all employees within the Leave Group have exercised their third option.**

**\*If an employee does not have the annual leave balance at time of scheduled leave, the weeks will be cancelled.**

The vacation period shall begin on the first day following the second non-scheduled workday, except those employees having non-consecutive off days consisting of Sunday and one (1) other day, shall begin vacation period on Monday. Non-scheduled days and holidays that immediately precede the first day of the employee approved vacation period will be considered part of the vacation period (at the employees option).

#### Motor Vehicle - Annual Leave

In the Motor Vehicle Craft, the vacation period shall begin on the first day of the service week and end on the last day of the service week. In the Motor Vehicle Craft, annual leave periods will be selected on the basis of continuous service in the Motor Vehicle Service.

II. Request for granting annual leave outside the choice period and during the choice period will be granted in accordance with date of application. In instances

where two (2) or more employees submit Form 3971 at the same time, seniority will be the determining factor, if requests cannot be granted to both employees. The employee will be given a reason, in writing, on Form 3971, if request is denied. Employees should submit request to their Supervisor. The Supervisor will inform the employees no later than the next workday following the date of submission, whether or not the leave is approved. Requests for leave on the same date of submission will be approved or disapproved in a timely fashion.

#### Clerk Craft and Maintenance Craft Exception to Above

All advance requests for annual leave for Christmas Eve and New Years Eve will not be approved until December 23. These leave requests shall be granted on a seniority basis. The number of employees excused on the above dates shall be to the maximum extent possible.

III. The number of delegates, by craft, attending a Union Convention, shall be in addition to the total number of employees granted leave during that choice vacation period.' Such leave shall not be charged to the delegates' choice period.

Jury Duty shall not be charged to the choice vacation period. Attempt will be made to place employee who is called for jury duty during his/her scheduled choice vacation period as close to his/her original selection as possible.

An employee ordered for military training during his/her choice vacation period shall be eligible for scheduled annual leave during the vacation period of his/her choice, granted in accordance with his/her service seniority.

Management will give full consideration to granting leave (annual or leave without pay) to organizational representatives and members of the organization, to the extent practicable, for the purpose of attending regularly scheduled, specially called meetings, or special projects. Such requests for this purpose from representatives and members are to be made at least four (4) days in advance and are to be considered on a first-come, first-served basis. Management will also give every consideration to granting short notice requests for leave of emergency nature to Executive Board Members of the organization.

#### ITEM 13 - HOLIDAY SCHEDULING

##### Holiday - Employee Section

The order of scheduling for holidays shall be:

- 1. Volunteers whose holiday or designated holiday it is by seniority;**
- 2. Postal Support Employees;**
- 3. Volunteers on their non-scheduled workday by seniority;**
- 4. Non-volunteers on their off day by juniority on a rotation basis;**

**5. Non-volunteers on their holiday or designated holiday by juniority.**

The preceding shall apply to the Maintenance and Clerk crafts with this exception: The Maintenance craft shall be by occupational group needed on a voluntary basis rotated by seniority. Clerk Messenger shall be that the volunteers are selected on a rotation basis.

It has been agreed that the Motor Vehicle Craft will schedule full time holiday personnel by tours:

- Tour 1 Begin tour 2001 - 0400
- Tour 2 Begin tour 0401 - 1200
- Tour 3 Begin tour 1201 - 2000

These tours will be effective for non-scheduled days, designated holidays and the actual day of the holiday. These tours will be effective for both volunteers and non-volunteers.

ITEM 14 - OVERTIME DESIRED LISTS

Employees who change assignments during the quarter shall be placed on the overtime desired list, covering the new assignment, by seniority at the option of the employee. Part time flexibles, who are converted to full time regular during the quarter, shall have the opportunity to sign the overtime desired list in their respective section.

Whether "Overtime Desired" Lists in Article 8 shall be by Section and/or Tour.

For employees under Processing and Distribution, there shall be three (3) Overtime Desired Lists.

1. Non-scheduled days.
2. Begin Tour.
3. End Tour.

For employees in Customer Service, there shall be two (2) Overtime Desired Lists.

1. Non-scheduled days.
2. All other overtime.

Overtime desired lists will be established as follows:

Clerk Messenger - By Tour

Maintenance - A,B, D and E by occupational group on each tour and section as defined below and sections C and F by tour as defined below:

- A. Plant Maintenance
- B. Field Maintenance
- C. Building Services - Cincinnati P&D
- D. Building Services - Station & Branch
- E. Mail Processing Equipment
- F. Maintenance Operation Support

Motor Vehicles – Operations

All employees by Tour

- Maintenance - Main Facility by tour
- Auxiliary Facility - Norwood
- Auxiliary Facility - Mobile Unit

Motor Vehicle Craft will develop and maintain three separate overtime desired lists. They will be before tour, after tour and non-scheduled days.

Clerk

All employees in the following sections. For the purpose of this provision a section will comprise the following areas by tour. Tour means the period when the majority of work is performed according to the following:

- Tour 1 - Midnight - 7:59 am
- Tour 2- 8:00 am- 3:59 pm
- Tour 3 - 4:00 pm - 11:59 pm

If work is scheduled evenly over two periods, then the beginning time will determine the tour.

**All manual letters, Tour Office, Bank Mail cage, DAV cage, IRS cage, PCC Room, (Including Expeditors)**

IRS CAGE.  
SCF LTRS.

**Automated Letters:**

- For overtime only (same Bldg. /same tour/ same list)
- For holiday, vacation, traveling purposes (same Bldg. /same



**floor/same tour/ same list).**

FSM'S (SAME BLDG/SAME FLOOR/SAME TOUR/SAME LIST)  
FSM EXPEDITERS.  
SPBS'S (SAME BLDG/SAME FLOOR/SAME TOUR/SAME LIST).  
SPBS'S EXPEDITERS.  
MANUAL FLAT CASES (SAME BLDG/SAME FLOOR/SAME TOUR/SAME LIST).  
POUCH RACK OPERATIONS (SAME BLDG/SAME FLOOR/SAME TOUR/SAME LIST).  
PRIORITY EXPRESS MAIL CLERK (BLDG A).  
PRIORITY (BLDG B).  
PRIORITY EXPEDITERS (SAME BLDG/SAME FLOOR/SAME TOUR/SAME LIST).

**SCAN WHERE YOU BAND, EXPRESS MAIL DISTRIBUTION (SAME BLDG/SAME FLOOR/SAME TOUR/SAME LIST)**

AMF  
BMEU  
REPRODUCTION UNIT  
GENERAL ACCOUNTING  
COST AND BUDGET  
COST CADRE  
DATA COLLECTION TECHNICIAN  
PSDS  
SAFETY  
MAILING REQUIREMENTS  
INTERNAL MAIL  
CLAIMS & INQUIRY  
SUPPLY UNIT  
ACCOUNTABLE PAPER  
CUSTOMER RELATIONS  
AMS  
PROCUREMENT OFFICE  
LABEL SUPPLY UNIT  
PERSONNEL  
SSPC TECHNICIANS  
CFS  
TRAINING SECTION  
WORD PROCESSING  
REGISTRY UNIT

EXPEDITERS - EXCEPT AS OTHERWISE LISTED (SAME BLDG/SAME FLOOR/SAME TOUR/SAME LIST)

EACH STATION & BRANCH EXCLUDING MID-CITY STATION & NORWOOD  
(EXCEPT AS OTHERWISE LISTED)

QUEEN CITY FINANCE OFFICE  
MID-CITY DIST. SERVICE  
MAIN OFFICE FINANCE  
ROSELAWN FINANCE OFFICE

TERMINAL SECTION INCLUDES:  
OUTGOING MIXED STATES, OKI, SCF, POUCH RACKS, (INCLUDE  
EXPEDITERS)  
SURFACE BANDING

Either party, signatory to this agreement, may request a meeting for the purpose of making changes in the Overtime Desired List sections. Said meeting shall take place following the request. Change(s) resulting from such meeting shall be by mutual agreement and shall be incorporated in the Local Memorandum of Understanding.

It is agreed that should the need for overtime arise, employees shall be notified by management as soon as possible as to the need to work such overtime. Except in emergencies said notification would normally be one (1) hour prior to start of overtime.

#### ITEMS 15, 16, 17 - LIGHT DUTY ASSIGNMENTS

The following should be adhered to by local management so that no assigned full time regular will be adversely affected. All light duty assignments will be on tour one except in the following cases:

1. Tour two assignments will be made to any APWU Bargaining Unit employee possessing a tour two assignment to maximum extent possible.
2. Tour three assignments will be made to any APWU Bargaining Unit employee possessing a tour three assignment to maximum extent possible.

For the purpose of this agreement, the definition of tour is as follows:

1. Tour means the period when the majority of work is performed according to the following:

Tour 1 - Midnight - 7:59 am  
Tour 2 - 8:00 am - 3:59 pm  
Tour 3 - 4:00 pm - 11:59 pm

2. If work is scheduled evenly over two (2) periods, then the beginning time will determine the tour.

When an ill or injured employee cannot be given light-duty employment in his regular assignment he will be assigned to one of the following work areas:

**There will be (7) assignments in the letter primary and (3) assignments in the manual flat area, for a total of (10) assignments.**

**All the above assignments will be adjusted as necessary to compensate for the type of disability the employee suffers. This does not include limited duty assignments.**

In the event that a permanent light-duty employee cannot be utilized in operations, supervision will review the case, consult with the Organization as appropriate and advise the Postmaster of their findings. Union will be advised monthly of employees on light duty.

It is agreed that the light duty assignments made shall be the tour hours, work location, and basic work week of those of the light duty assignment and the needs of the service.

When insufficient work is available for an individual on light duty causing an assignment outside the APWU craft(s), the Union President shall be notified on such assignment.

When an employee outside of the APWU craft (s) is assigned to a position within the APWU bargaining unit under the "Rehabilitation' Act Program" the APWU President shall be notified.

#### ITEM 18 - SECTIONS FOR REASSIGNMENT

The four (4) crafts represented by the APWU Greater Cincinnati, Ohio Area Local, will be divided into the following sections for the purpose of reassignment of employees excessed to the needs of a section.

1. Clerk Messenger shall be defined as one section.

2. The Maintenance Craft will be composed of the following sections:  
A. Maintenance Operations.....

- 1. Plant Maintenance.....
- 2. Field Maintenance.....
- 3. Mail Processing Equipment

B. Building Services.....  
C. Maintenance Operation Support

3. The Motor Vehicle Service Craft will be composed of two (2) sections as follows:

- 1) Motor Vehicle Operations Sections
  - a) Vehicle Operators.....
  - b) Tractor Trailer Operators
  - c) Office Clerks.....
  - d) Dispatcher Clerks.....
  - e) Driver Instructor.....

- 2) Motor Vehicle Maintenance.....
  - a) Automotive Mechanic.....
  - b) Junior Automotive Mechanic
  - c) Garageman.....
  - d) Body Fender Repairman.....
  - e) Vehicle Maintenance Analyst
  - f) Tire Repairman.....
  - g) General Clerk.....
  - h) Storekeeper Automotive Parts
  - i) Tool and Parts Clerk.....
  - j) Lead Mechanic.....

4. The Clerk Craft will be composed of the following sections by tour. Tour means the period when the majority of work is performed according to the following:

- Tour 1 Midnight - 7:59 am
- Tour 2 - 8:00 am - 3:59 pm
- Tour 3 - 4:00 pm - 11:59 pm

Section Name:

Includes the following:

Incoming Secondary Distributor-

Incoming Sec. Dist.  
Incoming 1st Class Pouch Rack

Incoming Expediter  
Incoming News & 1st Class Flats  
Distribution & Review Clerks  
Combined Primary  
Special Delivery (clerical assign.)

Outgoing Ltr Dist -

Outgoing Pouch Rack  
DPO Belt  
Canceling Room  
Tour Off /Mgr. Off. -Admin.  
Personnel  
Priority Unit  
Mixed State DST.  
AMF Banding Unit  
All Outgoing Expeditors  
Label Supply Unit

FLAT SORTING MACHINES

FSM ZONES 2/10  
FSM ZONES 3/4/14/50/63  
FSM ZONES 5/24  
FSM ZONES 6/29  
FSM ZONES 7/12  
FSM ZONES 8/9  
FSM ZONES 11/48  
FSM ZONES 13/36  
FSM ZONES 15  
FSM ZONES 16/17/32  
FSM ZONES 18/40/46  
FSM ZONES 19/20/21/67/68  
FSM ZONES 23/25  
FSM ZONES 26/27  
FSM ZONES 28/30/54/55  
FSM ZONES 31  
FSM ZONES 37/22  
FSM ZONES 33/38/58  
FSM ZONES 39/47/51/52/53  
FSM ZONES 41/62/65  
FSM ZONES 42/49  
OCR-BCR-DBCS  
SMALL PARCEL BUNDLE SORTER

TRUCK TERMINAL

Transit Mail Expediter

Console Operator

TERMINAL SECTION

Paper Dist.  
Foreign Clerk  
Registry Unit  
Outgoing Mixed States, OKI, SCF Pouch  
Outgoing Mixed States, OKI, SCF Flats  
Surface Distribution

MARKETING

Mailing Requirements  
Weigher's Office  
Claims and Inquiry  
Customer Relations  
Accountable Paper

SUPPORT SERVICES

Internal Mail Unit  
Procurement Office  
Word Processing

CONTROLLER

General Accounting  
Cost and Budget Control  
Data Collection Technician

HUMAN RESOURCES

Personnel  
Training  
Safety  
Scheme Examinations

CITY OPERATIONS

General Office

OPERATIONS SUPPORT

Address Information  
Collection & Delivery

Zip Code Room

EACH STATION AND BRANCH

CENTRAL MARK-UP

COST CADRE

P.S.D.S.

AMF

PRIORITY DISTRIBUTION BUILDING A

PRIORITY DISTRIBUTION BUILDING B

Each party, signatory to this agreement, may request a meeting for the purpose of making changes in the Reassignments Sections. Said meeting shall take place following the request. Change(s) resulting from such meeting shall be by mutual agreement and shall be incorporated in the Local Memorandum of Understanding.

ITEM 19 - PARKING

The parties agree to continue the existing parking program where parking facilities are available in excess to the needs of the United States Postal Service until such time as the national Study Committee on Parking submits its final report.

There will be parking spaces at Main Post Office reserved and identified for the exclusive use of the President, Vice-President, Secretary, Treasurer and Craft Directors respectively, 24 hours per day, 7 days per week so long as parking is available to all employees. At stations and branches where there is not enough parking to accommodate all employees, parking space available to the APWU will be assigned to the senior employees scheduled. Available parking spaces at the Main Post Office will be on a first-come, first-served basis. The employer will furnish a second locker to all APWU representatives.

ITEM 21 - SENIORITY ROSTERS

A new seniority roster shall be updated quarterly and shall be made available in each section.

ITEM 22 - SENIORITY, REASSIGNMENT AND POSTINGS

## 1. CLERK POSTING

Changes in duty assignments as specified below will require reposting:

- A. A 33% change in duties (means actual duties performed).
- B. An addition or deletion of 50% scheme items.
- C. A permanent change of more than **two** hours from the posted starting time.
- D. The incumbent does not have the option of accepting the new reporting time change of more than **two** hours.

Vacant full time assignments shall be posted for ten (10) days. Due to computer bidding limitations, the bid sheet will not close on Saturday or Sunday.

## 2. MAINTENANCE CRAFT POSTING

Changes in duty assignments as specified below will require reposting:

- A. A 33% change in duties.
- B. A permanent change of more than one hour from the posted starting time.

Vacant full time assignments shall be posted for ten (10) days.

## 3. MOTOR VEHICLE CRAFT POSTING

Changes in duty assignments as specified below will require reposting:

- A. A permanent change of more than two hours from the posted starting time.
- B. A 50% change in duties (means actual duties performed).
- C. All full time positions, (Tractor Trailer Operators and Motor Vehicle Operators) in the Motor Vehicle Operations shall be posted once each calendar year. Job Assignments/Schedules will be available for viewing for ten (10) calendar days prior to bidding. Job Assignments/Schedules will be posted for bidding for ten (10) calendar days.
- D. Vehicle Assignments. It is agreed that all Postal vehicles will be assigned to employees based on scheduling and vehicle utilization needs.

All vacant full time Motor Vehicle Service positions shall be posted for ten (10) calendar days.



#### 4. CLERK MESSENGER

Changes in duty assignments as specified below will require reposting:

- A. A 50% change in duty assignment area.
- B. A permanent change of more than one hour from the posted starting time.

Scheduled non-work days shall be polled by seniority on the tour on which a vacancy occurs.

Posting and bidding of preferred duty assignments shall be limited to the tour on which the vacancy occurs unless there is a need for additional manpower.

Vacant full time assignments shall be posted for seven (7) days.

#### ITEM 23 - MISCELLANEOUS

Advance notice will be given the union wherever it is determined necessary to combine the work of crafts in order to establish full time assignments. Such advance notice will be prior to any posting or any action taken to fill the position.

With the concurrence of Supervisor(s), all employees have the privilege of intermittent swapping of off days and tours (same scheme and same level where clerks are involved) by executing Form 3971. The employee(s) shall assume the same duties normally performed by the employee with whom the swap has been arranged.

#### ITEM 24 - LABOR-MANAGEMENT COMMITTEE MEETING

A joint Labor Management Committee meeting with the Union signatory to this Memorandum of Understanding will be held at 12 noon on the 4th Tuesday of each month.

Agenda items for discussion will be exchanged between the parties no later than Wednesday of the preceding week. Matters not on the agenda may be discussed only with mutual consent. The Union will be furnished written disposition of the agenda items.

#### ITEM 25 - BULLETIN BOARDS

Bulletin boards for the exclusive use of the APWU will be furnished at the following locations:

- (1) Each Station or Branch (Except Burnet Woods and Saylor Park).  
At these stations, APWU will share a bulletin board with NALC because of limitation of space.
- (1) Inquiry Section

- (1) Special Delivery Section
- (3) Maintenance Service Section
- (3) Vehicle Service Section  
(Norwood Facility; Operations: Maintenance)
- (2) 1st Floor, Building "A" Main Post Office
- (2) 2nd Floor, Building "A" Main Post Office
- (2) 3rd Floor, Building "A" Main Post Office
- (2) 1st Floor, Building "B" Main Post Office
- (2) 2nd Floor, Building "B" Main Post Office
- (2) 3rd Floor, Building "B" Main Post Office

All boards located at the Main Post Office will be under glass with key.

#### ITEM 26 - CLERK MESSENGER

##### Messenger Contracted Vehicles

Vehicles contracted by the Department shall be authorized to park on government property where space is available.

##### Tools and Equipment

The Special Delivery Section shall receive three (3) copies of all new street entries, at the time of the entry into Cincinnati Delivery Scheme, with a notation showing which older or prior street, and at which number, it adjoins.

##### Vehicular Assignment

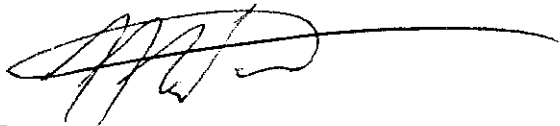
To the extent practicable and in conformity with Departmental Regulations concerning assignment of new vehicles in outlying areas, the same type and model of new vehicles and equipment will be assigned to employees on the basis of seniority.

#### ITEM 27 - HEALTH SERVICES

Health Services available to employees for the treatment of job related injuries or illnesses will be determined by management, and a list will be posted in each station. Emergency telephone numbers, such as for police, ambulances and fire department shall be posted in each station.

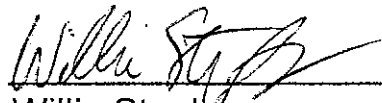
AMERICAN POSTAL WORKERS UNION, AFL-CIO  
GREATER CINCINNATI, OHIO AREA LOCAL

This Memorandum of Understanding is entered into September, 2011, at Cincinnati, Ohio, between the representatives of the United States Postal Service, and the designated agent of the American Postal Workers Union, AFL-CIO, pursuant to the local implementation Provision of the 2010 National Agreement.



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Michael Funk  
President, APWU  
Cincinnati, Ohio



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Willie Stephens  
USPS Representative  
Cincinnati District

# INTENT OF ITEM - 1

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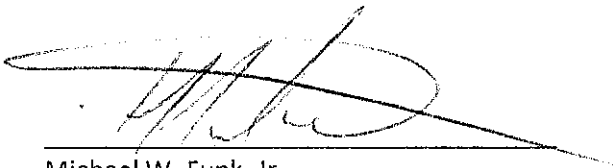
January 11, 2012

In a effort to clarify the intent of the new language in the Local Memorandum of Understanding between the American Postal Workers Union - Greater Cincinnati, Ohio Area Local and the United States Postal Service, Cincinnati, Ohio:

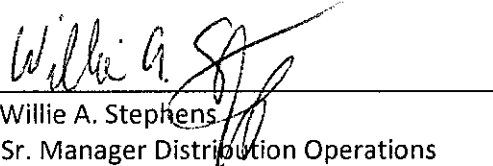
Be it resolved that the intent of ITEM 1 – Wash Up has not changed.

Any employee that performs dirty work will continue to receive at least 10 minute wash up time before lunch and end of tour.

All other employees will continue to receive at least 5 minute wash up time before lunch and end of tour.



Michael W. Funk, Jr.  
President - Cincinnati, Ohio Area Local



Willie A. Stephens  
Sr. Manager Distribution Operations

SEP/21/2012/FRI 11:07 AM

FAX No.

P. 001



**Greater Cincinnati, Ohio Area Local  
American Postal Workers Union, AFL-CIO**



1385 Tennessee Avenue • Cincinnati, Ohio 45229 • (513) 522-1114 • (800) 990-APWU

September 21, 2012

In accordance with the Local Memorandum of Understanding, the undersigned parties agree that the College Hill Finance Station will be considered as the same section as Groesbeck Station. As a result of this agreement, clerk Dave Canty will be eligible to move with his bid position.

Michael W. Funk, Jr.  
President- Cincinnati Area Local

Karen Garber  
Postmaster- Cincinnati, Ohio

## **513.39 Restricted Sick Leave**

### **513.391 Reasons for Restriction**

Supervisors or installation heads who have evidence indicating that an employee is abusing sick leave privileges may place the employee on the restricted sick leave list. In addition, employees may be placed on the restricted sick leave list after their sick leave use has been reviewed on an individual basis and the following actions have been taken:

- a. Establishment of an absence file.
- b. Review of the absence file by the immediate supervisor and higher levels of management.
- c. Review of the absences during the past quarter of LWOP and sick leave used by employees. (No minimum sick leave balance is established below which the employee's sick leave record is automatically considered unsatisfactory.)
- d. Supervisor's discussion of absence record with the employee.
- e. Review of the subsequent quarterly absences. If the absence logs indicate no improvement, the supervisor is to discuss the matter with the employee to include advice that if there is no improvement during the next quarter, the employee will be placed on restricted sick leave.

### **513.392 Notice and Listing**

Supervisors provide written notice to employees that their names have been added to the restricted sick leave listing. The notice also explains that, until further notice, the employees must support *all* requests for sick leave by medical documentation or other acceptable evidence (see [513.364](#)).

### **513.393 Recision of Restriction**

Supervisors review the employee's PS Form 3972 for each quarter. If there has been a substantial decrease in absences charged to sickness, the employee's name is removed from the restricted sick leave list and the employee is notified in writing of the removal.

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**American Postal Workers Union**

Cincinnati Processing and Distribution Center (P&DC) and Springdale Annex

Proposed Addendum to LMOU

**Item 14. Overtime Desired List**

- SPBS (now APBS)
- Maintenance (Page 8)

**A. Plant Maintenance**

- 1) P&DC
- 2) Springdale Annex

**E. Building Services – Springdale**

**F. Mail Processing Equipment**

- 1) P&DC
- 2) Springdale Annex

**G. Maintenance Operation Support**

- 1) P&DC
- 2) Springdale

**Item 18. Sections for Reassignment (Page 12)**

2. The Maintenance Craft will be composed of the following sections **by occupational group and tour.**

**A. Maintenance**

**1. Plant Maintenance**

- a. P&DC
- b. Springdale

**2. Field Maintenance**

**3. Mail Processing Equipment**

- a. P&DC
- b. Springdale

**B. Building Services**

1. P&DC
2. Springdale

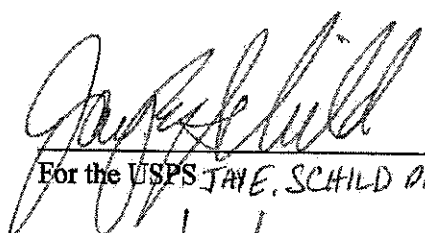
**C. Maintenance Operation Support**

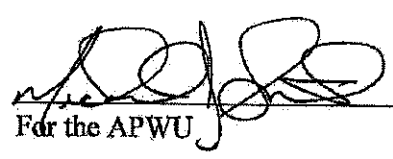
1. P&DC
2. Springdale

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Proposed LMOU Vacation Selection Changes (Page 4.C.)

... in the event that after applying the 15% leave multiplier the fraction is less than 0.5 (see rounding rule, Item 4, Section 1) the section, occupational group and tour, shall be combined with the following tour, i.e. tour 3 combined with tour 1. If that still doesn't yield a result greater than 0.5 then combine the next following tour, i.e. tour 1 combined with tour 2.

  
\_\_\_\_\_  
For the USPS JANE SCHILD OMLR  
2/15/2019  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For the APWU  
2/7/2019  
\_\_\_\_\_  
Date