

**2010 Local Memorandum
of Understanding**

between the

**Denver Metro Area Local,
American Postal Workers Union**

and the

Denver, Colorado Post Office

of the

United States Postal Service

TABLE OF CONTENTS

MEMORANDA OF UNDERSTANDING	ERROR! BOOKMARK NOT DEFINED.
DURATION.....	ERROR! BOOKMARK NOT DEFINED.
SEPARABILITY.....	ERROR! BOOKMARK NOT DEFINED.
RECOGNITION	ERROR! BOOKMARK NOT DEFINED.
GENERAL ARTICLES - DENVER, COLORADO	5
ARTICLE 3 – GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS - GENERAL	5
ARTICLE 4 - FORMULATION OF LOCAL LEAVE PROGRAM -- GENERAL.....	5
ARTICLE 8 - JURY DUTY -- CONVENTION LEAVE -- GENERAL.....	6
ARTICLE 11 - NOTICES OF NEW LEAVE YEAR -- GENERAL.....	6
ARTICLE 13 - HOLIDAYS -- GENERAL	6
ARTICLE 15 - LIGHT DUTY - GENERAL.....	7
ARTICLE 19 - PARKING -- GENERAL	9
ARTICLE 20 - LEAVE FOR UNION MEETINGS -- GENERAL	10
ARTICLE 22 - PRINCIPLES OF SENIORITY AND POSTING -- GENERAL	10
ARTICLE 23 - MISCELLANEOUS -- GENERAL.....	10
CLERK CRAFT AGREEMENT – DENVER, COLORADO.....	12
ARTICLE 1 – WASH-UP PERIODS – CLERK CRAFT	12
ARTICLE 2 - WORK WEEK – CLERK CRAFT	12
ARTICLE 4 - FORMULATION OF LOCAL LEAVE PROGRAM - CLERK CRAFT.....	12
ARTICLE 5 – DURATION OF CHOICE VACATION PERIOD(S) – CLERK CRAFT	14
ARTICLE 6 – DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE’S VACATION – CLERK CRAFT	14
ARTICLE 7 – WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER FIVE (5) OR TEN (10) DAYS – CLERK CRAFT.....	15
ARTICLE 9 – DETERMINATION OF MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE PERIOD – CLERK CRAFT.....	16
ARTICLE 10 – VACATION NOTICES – CLERK CRAFT	16
ARTICLE 11 – DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR – CLERK CRAFT.....	16
ARTICLE 13 - HOLIDAYS - CLERK CRAFT	16
ARTICLE 14 - OVERTIME - CLERK CRAFT	17
ARTICLE 18 - REASSIGNMENTS - CLERK CRAFT	19
ARTICLE 22 - PRINCIPLES OF SENIORITY AND POSTING - CLERK CRAFT	21
MAINTENANCE CRAFT AGREEMENT - DENVER, COLORADO.....	23
ARTICLE 1 - WASH-UP PERIODS - MAINTENANCE CRAFT.....	23
ARTICLE 2 - WORK WEEKS - MAINTENANCE CRAFT	23
ARTICLE 4 - FORMULATION OF LOCAL LEAVE PROGRAM - MAINTENANCE CRAFT	23
ARTICLE 13 - HOLIDAYS - MAINTENANCE CRAFT	25

ARTICLE 14 - OVERTIME - MAINTENANCE CRAFT 25
LETTER OF INTENT – SPLIT OTDLS 26
ARTICLE 18-REASSIGNMENTS-MAINTENANCE CRAFT 27
ARTICLE 22 - PRINCIPLES OF POSTING - MAINTENANCE CRAFT..... 27
MOTOR VEHICLE CRAFT AGREEMENT - DENVER, COLORADO 28
ARTICLE 1 - WASH-UP PERIODS - MOTOR VEHICLE CRAFT 28
ARTICLE 2 - WORK WEEKS - MOTOR VEHICLE CRAFT 28
ARTICLE 4 - FORMULATION OF LOCAL LEAVE PROGRAM – MOTOR VEHICLE CRAFT 28
ARTICLE 13 - HOLIDAYS - MOTOR VEHICLE CRAFT..... 29
ARTICLE 14 - OVERTIME - MOTOR VEHICLE CRAFT 30
ARTICLE 18 - RE-ASSIGNMENTS - MOTOR VEHICLE CRAFT 30
ARTICLE 19 - PARKING - MOTOR VEHICLE CRAFT..... 30
ARTICLE 22 - PRINCIPLES OF POSTING - MOTOR VEHICLE CRAFT 31

2010 Local Memorandum of Understanding Between the United States Postal Service and the Denver Metro Area Local, APWU

MEMORANDA OF UNDERSTANDING

This Memorandum of Understanding is entered into on **September 7, 2011** at Denver, Colorado, between the representatives of the United States Postal Service and the American Postal Workers Union pursuant to the local implementation provisions of the **2010** National Agreement. This Memorandum of Understanding constitutes the entire agreement of matters relating to local conditions of employment in the Denver Post Office.

DURATION

The terms of the Memorandum of Understanding shall be effective upon signature by the employer and the union, and remain in full force and in effect during the **2010** National Agreement, and until the signing of the 2015 Local Memorandum of Understanding, providing the employer and the union reach an agreement at the National level, and local implementation procedures are contained in the **2015** National Agreement.

SEPARABILITY

Should any item of this local implementation be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by court of competent jurisdiction or invalidated through Regional and/or National action, such invalidation of such part or provision of this local implementation shall not invalidate the remaining portions of this local implementation and they shall remain in full force and effect.

RECOGNITION

The employer recognizes the Denver Metro Area Local of the APWU, AFL-CIO as the exclusive bargaining representative for all Denver postal employees in the following crafts as certified and recognized at the National level: Motor Vehicle, Clerks and Maintenance.



Roland Fuentes, *Senior Plant Manager*, Denver Processing & Distribution, U. S. Postal Service



John A. Ancona, *President*, Denver Metro Area Local, American Postal Workers Union



Mark E. Talbott, *Postmaster*, Denver, Colorado

GENERAL ARTICLES - DENVER, COLORADO

ARTICLE 3 – GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS - GENERAL

- A. In the event of an emergency ordered by a federal, state or local authority because of flood, storm or other extreme environmental conditions, the Local President shall notify the Postmaster or his designee who shall determine the severity of the condition as it affects postal employees, and shall decide, within his authority, the necessity of granting administrative leave. Consideration shall also be given within his authority to grant administrative leave to postal employees who have already reported to work and live in the affected areas.
- B. After a thorough review of local authority declarations, when postal authorities declare an emergency condition exists which endangers the well being of a craft employee, they shall take proper action to alleviate such danger.
- C. In the event of an emergency, management's first consideration is the safety of all postal employees. The decision to evacuate is a management decision based upon the above principle. Employees will be notified to evacuate by the general alarm system. Guidelines for evacuation are to be posted on all official bulletin boards.
- D. In the event the HVAC (heating ventilation and air conditioning system) becomes inoperable at any Denver facility, and results in abnormally warm or cold conditions affecting groups of employees, postal officials will make every effort to alleviate the problem by using the following priority:
 - 1. Reassigning the employees to warmer or cooler areas.
 - 2. Allow additional rest breaks to allow employees to warm up or cool down.
 - 3. To grant leave requests for employees with documented health problems.

ARTICLE 4 - FORMULATION OF LOCAL LEAVE PROGRAM -- GENERAL

- A. Emergency Annual Leave
 - 1. Emergency annual leave may be granted at any time throughout the year including December. Emergency leave is defined as leave which is requested when unforeseen events justify the absence of the employee from his duties.
 - 2. Management will carefully consider all such requests for leave, and be guided by the degree of personal urgency to the employee when determining such requests. Humanitarian factors will be considered.
- B. Once annual leave has been granted or approved on a Form 3971 or entered on the master leave schedule by a supervisor, that leave shall not be rescinded except in a serious emergency as

determined by the Installation head or designee. **If you have insufficient leave balance to cover the scheduled vacation period consideration will be given on a case by case basis.**

C. Annual Leave Other Than Bid Annual

1. If a request for annual leave other than bid annual is submitted by the employee at least seven (7) days prior to the first day of the requested leave, a determination shall be made on such request within two (2) working days of the submission of the request. Such request must be personally presented to the employee's immediate supervisor on PS-Form 3971 in duplicate. The supervisor shall sign and date the 3971 in the "notified" section and return the employee's copy.
2. If the employer fails to respond within the two (2) days the leave shall be considered approved.
3. Seniority shall prevail for requests submitted on the same day requesting the same time period; otherwise, annual leave will be granted on a first-come, first-served basis.

ARTICLE 8 - JURY DUTY -- CONVENTION LEAVE -- GENERAL

- A. Attendance at National and State Conventions and Assemblies by delegates shall not be charged to the choice vacation period.
- B. An employee who serves on jury duty during their choice vacation period shall be entitled to bid another choice during vacated or un-awarded periods.

ARTICLE 11 - NOTICES OF NEW LEAVE YEAR -- GENERAL

- A. A notice stating the beginning of the New Leave Year shall be posted on all bulletin boards and printed in the employee newsletter and/or Denver Personnel Memorandum by November 1st.

ARTICLE 13 - HOLIDAYS -- GENERAL

- A. Selection of employees to work on their holidays shall be by tour and section as follows:
 1. **Full-Time regulars and Non Traditional Full Time Employees, who volunteer for their holiday or designated holiday.**
 2. **PSEs**
 3. **Full-Time regulars and Non Traditional Full Time Employees, who volunteer for their Non- Schedule Day.**
 4. **Full-Time regulars and Non Traditional Full Time Employees (non voluntary by juniority)**
 - a. **Whose schedule includes that day as a holiday**
 - b. **Whose schedule does not include that day as a holiday**

ARTICLE 15 - LIGHT DUTY - GENERAL

A. Permanent and Temporary Light Duty Assignments.

1. There shall be permanent and temporary light duty assignments. A register of employees on light duty and their assignments will be kept in the Medical Unit and the Light Duty Coordinators Office. **The Occupational Health Unit is available between the hours of 8:00 am and 4:00 pm, Monday thru Friday**, for APWU Craft employees to submit their written applications for light duty along with appropriate medical documentation. Upon submission of such requests, a decision will be normally rendered within two business days, providing the circumstances can clearly be decided.
2. Requests for light duty which cannot be made during the office hours, such as may develop on a weekend, **must** be submitted through the MDO on the tour who could make a temporary determination until the Light Duty Coordinator's office is open. The employee's temporarily approved light duty will end at the next business day that the **Occupational Health** Unit is open, at which time the employee would have to submit the light duty request to the **Occupational Health** Unit to continue the light duty.
3. Temporary light duty assignments shall normally be for up to thirty (30) days, with a possibility of extension, normally not to exceed 180 days per calendar year. Temporary light duty assignments over 180 days in any calendar year may be subject to review pursuant to article 13 of the National Agreement.
4. If any employee applies for light duty, management will show the greatest consideration to finding suitable duties in accordance with this article, article 13 of the National Agreement and the 1973 Rehabilitation Act. This effort will be based on the medical recommendation and the availability of suitable work. Management should minimize any adverse or disruptive impact on the employee by making every effort to assign the employee light duty work within the employee's hours and days off of their bid assignment, present craft and/or occupational group. In any event Light Duty assignments to improve an employees schedule will not be made unless substantiated by acceptable medical documentation.
5. An eligible employee who desires a light duty assignment shall make application to the **Occupational Health** Unit. Application shall consist of the employee's written request for light duty, **completion of the Light Duty Activity Restriction form by the employee's personal physician to include the expected duration of the disability**. All such recommendations may be reviewed by the Postal Service Medical Officer, who may require additional information.
6. Upon receiving an application for light duty, the **Occupational Health** Unit shall review the employee's medical restrictions to determine if the documentation is complete and contains the required information. Once that determination is made, that request will be forwarded to the Light Duty Coordinator for appropriate action. The employee shall be afforded light duty if:
 - a. The work limitation contained in the medical recommendation can be satisfied; and

- b. The employee is qualified for the position. For permanent light duty, if the essential qualifying requirement is scheme knowledge, the employee will be assigned upon passing the scheme examination; and
 - c. An employee receiving a permanent light duty assignment may be temporarily assigned to any available light duty position which does not require scheme knowledge pending their qualification on a scheme.
7. Once assigned to permanent light duty, any employee shall remain in that position subject to review of their disability by the Medical Officer pursuant to Article 13, Section 4.F, of the National Agreement.
8. Employees assigned to temporary light duty shall be required to provide additional medical justification if they wish to request extension of the assignments. The Medical Officer may review all such requests before such extensions are approved.
9. Any employee on permanent light duty status who bids on a vacant bid position will be required to demonstrate that they have recovered sufficiently from the physical limitations to meet the core functions of the bid position.
10. A review of existing light duty assignments will be made, and such steps as may be necessary will be taken to bring existing assignments into conformity with this article.
11. No regular employee shall be displaced from their regular assignment by application of this article.
- 12. Any employee receiving a permanent light duty assignment will relinquish their bid position if they are unable to perform the essential functions of that position.**
13. Any employee capable of performing full duties, but limited to eight (8) hours per day, and forty (40) hours per week will not be included under the provisions of light duty assignments and will be assigned to their bid duty assignment.
14. No unit shall be so over-staffed with light duty (or 8 and 40) employees that the regular employees in the unit are adversely affected.
15. Craft crossing shall be kept to a minimum, and shall have no adverse affect on APWU crafts.
16. When an employee is assigned to a permanent light duty assignment, a notice will be sent to President Denver Metro APWU identifying the assignment (i.e. hours, days off, P/L and duties).
17. No existing light duty assignment shall be voided solely because of this article.
18. Nothing in this agreement can be interpreted to mean the employee will be given preferred hours and days off because of a light duty assignment.

B. Light Duty

1. Upon request, the APWU shall be notified when employees in crafts other than APWU are assigned to light duty work in positions covered by the crafts within the jurisdiction of the APWU.
2. Upon request, the USPS will provide to the Local Union President the current register of light duty assignments.
3. **An Oversight Committee consisting of a member of the Labor Relations staff, the Local President/Designee and the light duty coordinator will meet every 30 days (1st Thursday of each month) to review requests for light duty. Should a request for light duty be received in the period between committee meetings, normal procedures for assigning light duty will be followed by light duty coordinator and reviewed at next committee meeting.**
 - a. **The committee will serve in an advisory capacity and will also review all light duty requests that may have been disapproved to determine possible areas where light duty may be available.**
 - b. **No light duty assignment involving a preferential change in tour or schedule will be approved without review of the oversight committee.**
 - c. **Nothing in this article is intended to limit Management's determination of light duty assignments or the Union's right to grieve any such decision after the oversight committee has convened in accordance with this section.**

ARTICLE 19 - PARKING -- GENERAL

- A. The assignment of parking spaces designated for employee parking in the Denver Postal Installation shall give preference to car pools.
- B. After car pools, the remaining spaces shall be assigned to employees in crafts represented by the APWU on a percentage basis using the total number of such employees compared to the total number of personnel working in the building. Exception: At Denver City Stations and Branches parking spaces in excess of USPS needs will be available on a first come, first served basis.
- C. The Installation Head will issue a policy statement setting forth mutually acceptable bylaws empowering the Parking Committee to set forth rules controlling parking. The policy statement and committee will be in effect for the duration of the local agreement. Management will cooperate with the committee in every reasonable way in enforcing the rules set down by the committee in exploring alternative solutions with the Installation Head to parking problems.
- D. A Parking Committee consisting of one (1) APWU Representative from each craft under APWU jurisdiction and an equal number of management representatives shall meet quarterly at a mutually agreeable time.

ARTICLE 20 - LEAVE FOR UNION MEETINGS -- GENERAL

- A. An employee will be granted annual leave or leave without pay at the election of the employee to attend Local APWU meetings provided that a request for leave has been submitted to the immediate supervisor two (2) of the requesting employee's working days in advance of the union meeting, and provided that approval of leave does not seriously adversely affect the service needs of the installation. The supervisor must initial the Form 3971 as to date and time received. Action will be taken within 24 hours upon receipt of this request.
- B. Extending the tour of duty will be considered, subject to the above conditions, in lieu of leave, if it does not involve payment of overtime or premium pay.

ARTICLE 22 - PRINCIPLES OF SENIORITY AND POSTING -- GENERAL

- A. Posting
 - 1. Upon request, the APWU will be informed of **all** details in the crafts for which the organization holds exclusive recognition, that continue for more than five (5) consecutive days and four (4) hours or more per day.
 - 2. Bidding on APWU vacancies shall be in writing, by phone or web bidding. Such bids shall be opened after the specified period of posting at a time specified by the Personnel Office.
 - 3. The APWU President or his designee may review the opening of the APWU bids. To exercise this prerogative, the Union will give 48 hours of advanced notice to the Bids and Awards section.
 - 4. When it is proposed to physically move the principal assignment area of an entire section without affecting the hours, days off or fifty (50) percent of the duties, the employee at their option shall remain on the job or shall elect to have it re-posted. **Rules covering the Clerk Craft are found in Article 22 of the Clerk Craft Agreement.**
- B. Seniority
 - 5. The installation head shall post and furnish a copy of an updated seniority list to the Denver Local APWU on a quarterly basis.

ARTICLE 23 - MISCELLANEOUS -- GENERAL

- A. Salaries and Wages
 - 1. An employee eligible to receive their paycheck Thursday evening because of tour assignment, who is on approved leave Thursday, may obtain their paycheck by personal visit to the Paymaster's at such time that paychecks are normally issued to employees on that tour.
 - 2. An employee on approved leave who desires to have their paycheck received by mail, may file a written request at their work location at which time they shall also furnish a pre-addressed, stamped envelope to be used for this purpose.

B. Safety and Health

1. **A joint Labor-Management Safety and Health Committee shall be established one for Mail Processing and one for Customer Services. The Committee shall consist of up to eight (8) members; one (1) member appointed by the NALC, one (1) appointed by the Mail Handlers' Union, one (1) appointed by the APWU, except in installations with two (2) or more APWU crafts – where up to two (2) APWU members may be appointed by the union, and up to four (4) management representatives appointed by the Installation Head.**
2. **The Committee shall meet quarterly and at such additional times as called by each Chairperson who will notify the APWU President.**

C. Bulletin Boards

1. APWU shall be furnished bulletin boards for its exclusive use at the following locations:
 - a. VMF (Logan St.) and GMF, 2 boards
 1. Maintenance Swing Room
 2. Outside Dispatcher's Office
 - b. Each Station or Branch, 1 board
 - c. Downtown Station (921 20th Street), 2 boards**
 - d. GMF - 10 Boards
 - e. CFS – 2 boards
 - f. MPA – 3 boards
2. The Maintenance Craft of the APWU shall retain the bulletin boards that are presently assigned to the organization in their present locations.
3. In the event of modification, boards will be moved or additional boards will be installed by mutual agreement.
4. APWU shall be permitted two (2) seniority boards, in mutually agreeable locations.
5. Seniority boards will be furnished and maintained by the APWU.

D. Posting and Reassignments

1. When the conditions of this agreement are changed by merging, relocating or splitting of stations, branches or any work units, the parties will meet at the request of either party immediately, but not later than 30 days of such action, to negotiate sections for overtime, annual leave and re-assignment purposes. In the event negotiations fail, the impasse may be submitted to Step 2 of the Grievance Procedure.

CLERK CRAFT AGREEMENT – DENVER, COLORADO

ARTICLE 1 – WASH-UP PERIODS – CLERK CRAFT

The Clerk Craft employees shall receive five (5) minutes of wash-up time prior to the lunch break.

Additional reasonable wash-up time shall be granted on an individual basis if justified by need.

ARTICLE 2 - WORK WEEK – CLERK CRAFT

All full-time regularly scheduled Clerk Craft positions will be posted with consecutive days off when possible.

ARTICLE 4 - FORMULATION OF LOCAL LEAVE PROGRAM - CLERK CRAFT

A. Provisions Applicable to All Units

1. It shall be the responsibility of each employee to plan their vacation period in accordance with their desires and all clerks should select a vacation period or periods to avoid forfeiting any part of their annual leave. Employee vacation period selections must be in full week increments.
2. Employees shall be afforded the opportunity to use any un-awarded portions of the choice vacation period in accordance with Article 4. **Care shall be exercised to assure that no employee is required to forfeit any part of such employee's annual leave.**
3. No clerk shall be required to take a vacation that would reduce their accumulation of annual leave below 440 hours at the end of the leave year being bid.
4. The Choice Vacation Annual Leave bidding process shall be conducted by submitting a bid annual leave request form. The form will be distributed to employees no later than December 1st, and must be returned to the employee's supervisor by the third Monday in December. Bid Annual Leave request forms received after the third Monday in December will not be considered nor approved. The annual leave calendar will be completed by January 15th.
5. When a choice vacation period is vacated for any reason this vacation period shall be re-bid, provided the employee gives written notice to their immediate supervisor at least fourteen (14) days in advance. If, for any reason, the fourteen (14) days advanced notice requirement is not met, the vacated period will not be re-bid. If proper notification is given, the vacated period will be awarded by seniority from the vacating employee on down.
6. When an employee has a leave period(s) by the provisions of this Local Agreement and is subsequently awarded a new bid through the bidding process or assignment process (i.e. unencumbered, light/limited duty) the vacation period shall be honored at the gaining section.
7. Upon request of the employees immediate supervisor in the gaining section, the employee will provide in writing their annual leave for the remainder of the year.

8. Choice Vacation Bidding Process

Both parties agree to cooperate to the fullest extent possible to insure that the intent of this article including time requirements are met.

a.) During the first week of November the parties shall meet to:

- 1.) Create the leave form with instructions and deadlines
- 2.) Determine the Annual Leave selection process at stations and miscellaneous sections
- 3.) Determine the method(s) for communicating the annual leave process to the employees
- 4.) Determine the maximum number of employees **to be off** in each section during the week in which Christmas falls
- 5.) How absent employees on leave will bid their vacation periods
- 6.) Any other issues the parties mutually agree to discuss

b.) During the vacation period selection process, APWU designees at each facility will present the annual leave information to the employees. This shall occur during the last week of November. This information may be conveyed by stand-ups, written instructions or a combination of both.

9. If for any reason negotiated sections are no longer applicable for administration of annual leave, the Union and the Employer shall meet to update the sections.

10. Permanent Light/Limited Duty employees shall bid their annual leave in the section where they are permanently assigned.

11. Temporary Light/Limited Duty employees shall bid their annual leave in the section where they hold their bid assignment.

B. Sections for leave purposes shall be as follows:

1. General Mail Facility (by tour, except as indicated)]

- a. **Manual Letters**
- b. **Manual Flats**
- c. Nixie
- d. Loose in Mails
- e. Registry
- f. **Expeditors**
- g. **Gatekeeper**
- h. **FSS**
- i. AFSM 100
- j. Automation
- k. **General Clerks**
- l. **Express Mail Clerks**
- m. Special Delivery Messenger Clerks
- n. **Ramp Clerks**

may be granted by agreement among the employee, the Union representative and the immediate supervisor.

- C. No employee will be required to work overtime on either non-scheduled days or on their last scheduled workday or holidays immediately preceding or after their vacation period.

ARTICLE 7 – WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER FIVE (5) OR TEN (10) DAYS – CLERK CRAFT

- A. Employees shall be entitled to two (2) rounds of bidding by seniority. Employees shall have the following options during each round providing that the total of the second round does not exceed the earned leave of that year. **If you have insufficient leave balance to cover the scheduled vacation period consideration will be given on a case by case basis.**

Option 1: Continuous annual leave

Option 2: Split vacation period

- B. Employees who earn 13 days annual leave per year may, at their option, bid for 10 consecutive days of leave or may exercise Option 2 (split vacation) consisting of two (2) selections of full weeks during the choice vacation period, the total not to exceed ten (10) days.
- C. Employees who earn 20 or 26 days annual leave per year may, at their option, bid for fifteen (15) continuous days of leave or may exercise Option 2 (split vacation) consisting of two (2) selections of full weeks during the choice vacation period, the total not to exceed fifteen (15) days.
- D. Employees exercising Option 2, splitting their vacation period, will be allowed two (2) selections not to exceed the maximum in b. and c. above. Employees will not be awarded their second selection until all employees in the section have had the opportunity to exercise either Option 1 or their first selection of Option 2.

Any employee who has a balance of annual leave over 440 hours (actual or projected) will not be denied incidental leave for open portions of the bid annual calendar. Leave must be requested within 14 days after the closing of the bidding process is completed.

- E. At the conclusion of the second round of bidding there will be a third round of bidding for special occasions. This special event bidding will consist of bidding by seniority one (1) day of annual leave for special occasions such as but not limited to graduations, weddings, birthdays, etc. Special event one day bidding will be administered under the percentages outlined in Article 9 of the LMOU. The process of submission of leave requests will be a topic for the November leave meeting.
- F. At the conclusion/awarding of the three rounds of annual leave bidding, the calendar shall be closed. Any other annual leave will be deemed incidental and subject to the provisions of Article 4 (General) of this agreement.
- G. **Postal Support Employee(PSE) will not participate in the bid annual process. However will receive leave in accordance with the Postal Support Employee MOU.**

ARTICLE 9 – DETERMINATION OF MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE PERIOD – CLERK CRAFT

- A. **10.5% of full time regular employees will be allowed to take annual leave between be the first full week of January through the week of Thanksgiving and 8% during the one (1) week period beginning December 24th through January 2nd . Fractions of .50 or more will allow an additional employee to be off. Any fraction of .49 or less will be discarded.**
- C. **In city stations only, one person in each section will be granted annual leave the week beginning December 24th through January 2nd .**

ARTICLE 10 – VACATION NOTICES – CLERK CRAFT

- A. The annual leave award book/calendar system shall be recognized as the official notification of each employees annual leave.
- B. The book/calendar system shall be available and maintained in a conspicuous place in each section.
- C. A master vacation schedule will be retained by each Tour or Station Manager and will be available for review by employees or the Union.

ARTICLE 11 – DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR – CLERK CRAFT

The employer shall publish the date of the beginning of the new leave year in a prominent manner on the front page of the DPM no later than November 1st.

ARTICLE 13 - HOLIDAYS - CLERK CRAFT

- A. Sections for holiday scheduling must be in accordance with those sections listed under the Clerk Craft Article 14:
 - 1. **Full-Time regulars and Non Traditional Full Time Employees, who volunteer for their holiday or designated holiday.**
 - a. **Voluntary within the Section**
 - b. **Voluntary outside the Section**
 - 2. **PSEs**
 - 3. **Full-Time regulars and Non Traditional Full Time Employees, who volunteer for their Non- Schedule Day.**
 - a. **Voluntary within the Section**
 - b. **Voluntary outside the Section**
 - 4. **Full-Time regulars and Non Traditional Full Time Employees by juniority**
 - a. **Whose schedule includes that day as a holiday**
 - 1. **Mandate within the Section**

- a. Expeditors
 - b. Priority
 - c. Nixie
 - d. **General Clerks**
3. **Downtown Station – Station Management and the union will mutually agree to the assignment of employees within the following two sections:**
- a. **Window**
 - b. **Distribution**
4. **Lakewood Station – Station Management and the union will mutually agree to the assignment of employees within the following two sections:**
- a. **Window**
 - b. **Distribution**
5. **Miscellaneous Sections**
- a. General Mail Facility Administrative Building – by Tour
 - b. **General Mail Facility Finance Station - by Tour**
 - c. **Revenue Protection General Mail Facility - by Tour**
 - d. TACS - by Tour
 - e. Statistical Programs
 - f. Each Station, Branch and Delivery Annex individually
 - g. **BMEU and Mailing Requirements**
 - h. Computerized Forwarding System - by Tour
 - i. PEDC (by Tour)
 - j. Postmaster’s Office Staff (Customer Services)
 - k. **Claims and Inquiry**
 - l. Secretaries by Tour
 - m. All Other Sections
- B. Overtime desired lists in each section for the Clerk Craft at the GMF (including the GMF Finance Station) and the MPA shall be posted by scheduled days off, and before and after tour overtime. Employees may volunteer for either list, or both.
- C. When fulfilling overtime requirements in designated Mail Processing sections, all available employees from the “Overtime Desired List” (OTDL) within the section and all available employees from the “Master Overtime Desired List” from outside the section shall be utilized prior to any mandate of overtime to non-OTDL employees.
- D. The Master Overtime Desired List shall consist of mail processing operations at the GMF and the MPA, respectively. The sequence for overtime selection shall be on a rotational basis as follows:
1. OTDL from within the section.
 2. Master OTDL from outside the section in mail processing at that facility.
 3. The OTDL’s for Other Sections at the GMF may be utilized when building-wide overtime is called in Mail Processing. This shall not be on a rotational basis.

4. **PSE**
 5. Mandate from within the section.
 6. Mandate from outside the section.
- F. Within the limits of management's committed deadlines, all available reporting times will be utilized in order to minimize mandatory overtime and meet operational deadlines.
- G. Clerks not included in the sections listed above shall have their sections determined as follows: Clerks in the same pay location with the same reporting time shall be one section for the purpose of overtime.
- H. The "Overtime Desired List" sign up sheet will be posted on the first day for the month preceding the beginning of the Quarter. When the first falls on Saturday/Sunday, it will be posted on Monday. The sign-up sheet will be taken down on the 23rd.
- I. After the "Overtime Desired List" is posted, no employee will be permitted to add his or her name to the list except as specified in the following provisions below. Employees may be permitted to take their names off the list, but having done so, must remain off the list for the remainder of the current quarter. The employee must notify his or her supervisor in writing of their desire to be removed from the OTDL. The effective date of the removal will be 24 hours after the supervisor is given written notification.
- J. An employee converting to regular, or an employee bidding into, or permanently assigned to, a new section shall be allowed five (5) working days from the effective date of assignment to place his or her name on the bottom of the current overtime desired list, regardless of whether the employee was on the current OTDL in his or her former unit.
- K. Employees on leave during the entire soliciting period of the "Overtime Desired List" shall be given five (5) working days from the date of their return to duty to sign the "Overtime Desired List."
- L. If for any reason negotiated sections are no longer applicable for the assignment of overtime work, the Union and the employer shall meet to update the sections.
- M. Employees on detail who are volunteers for overtime will work overtime in their detailed positions and not their bid assignment area.**
- N. The Overtime Desired Listed will be split between two overtime lists: Begin Tour/After Tour and the Scheduled Day Off (SDO).**

ARTICLE 18 - REASSIGNMENTS - CLERK CRAFT

- A. Sections for reassignment purposes shall be as follows, by tour (except as otherwise indicated):
1. General Mail Facility (by tour, except as indicated)
 - a. **Manual Letters**
 - b. **Manual Flats**
 - c. Nixie
 - d. Loose in Mails

- e. Registry
 - f. Expeditors**
 - g. Gatekeeper**
 - h. FSS**
 - i. AFSM 100
 - j. Automation
 - k. General Clerks**
 - l. Express Mail Clerks**
 - m. Special Delivery Messenger Clerks
 - n. Ramp Clerks**
 - o. Transfer Clerks**
 - p. Label room**
2. Mail Processing Annex (by Tour)
- a. Expeditors
 - b. Priority
 - c. Nixie
 - d. General Clerks**
3. **Downtown Station – Station Management and the union will mutually agree to the assignment of employees within the following two sections:**
- a. Window**
 - b. Distribution**
4. **Lakewood Station – Station Management and the union will mutually agree to the assignment of employees within the following two sections:**
- a. Window**
 - b. Distribution**
5. **Miscellaneous Sections**
- a. General Mail Facility Administrative Building – by Tour**
 - 1. Post Office Operations**
 - 2. Operations Programs Support**
 - 3. Human Resources**
 - 4. In-Plant**
 - 5. General Clerks**
 - 6. Contract Technicians**
 - 7. Secretaries**
 - b. General Mail Facility Finance Station - by Tour**
 - c. Revenue Protection General Mail Facility - by Tour**
 - d. TACS - by Tour
 - e. Statistical Programs
 - f. Each Station, Branch and Delivery Annex individually
 - g. BMEU and Mailing Requirements**
 - h. Computerized Forwarding System - by Tour
 - i. PEDC (by Tour)

- j. Postmaster's Office Staff (Customer Services)
- k. Claims and Inquiry**
- l. All Other Sections

B. If for any reason the negotiated sections for reassignments are no longer applicable, the Union and the Employer shall meet to update the sections.

ARTICLE 22 - PRINCIPLES OF SENIORITY AND POSTING - CLERK CRAFT

A. Posting

1. When submitting more than one (1) bid, the Clerk will specify order of choices by phone or web bidding.
2. Seven (7) copies of the Bids and Awards posting sheets shall be given to the Local (three copies shall be given to the Union hall, two copies are sent to the Union room at the GMF, one copy shall be given to the Union room at the MPA).
3. All vacant or newly established craft duty assignments will be posted on all official bulletin boards for seven (7) calendar days.
4. The Union (GMF-Room 180) will be given a copy of the "Complete Bid List" (R0007) every award cycle.
5. Bid and Award notices shall normally be posted on a monthly basis. At the close of each monthly award notice period or when at the end of the deferment period a senior bidder qualifies, the employee must be placed into the new assignment within 28 days.
6. Regular assignments posted for bid after October 4, 1973 will retain the same identifying number for the life of the assignment; however, the identifying numbers for such positions may be changed to a new series of identifying numbers through mutual agreement by the Denver Postal Management and the Denver Metro Area Local APWU. This does not apply to position title changes, changes in level or mass changes made by the Eagan, MN Postal Data Center (PDC).
7. Any changes made in the starting time or days off whenever a vacant assignment is re-posted will be identified in the DPM as changes. This will constitute satisfactory notice to the Union of such changes.
8. The following actions shall cause a duty assignment to be re-posted:
 - a. Any change in the principle assignment area.
 - b. A change in the starting time over one (1) cumulative hour.
 - c. The addition or deletion of more than fifty percent (50%) of the essential scheme knowledge, in accordance with applicable USPS handbooks and manuals.
 - d. A fifty percent (50%) change in the duties.
9. Exceptions to #8 above:

- a. If there are no changes in the employee's duty assignment as listed above in 8.b, c and d, and all duty assignments of the entire pay location are physically moved, the incumbent, at his or her option, shall remain in the duty assignment or shall elect to vacate the duty assignment.
 - b. When it is proposed to change only the starting time of all duty assignments of the entire pay location over one (1) cumulative hour, the incumbent, at his or her option, shall remain in the duty assignment or shall elect to vacate the duty assignment.
10. The parties may mutually agree to modify the conditions for re-posting depending on the circumstances of the change, provided that the conditions are not inconsistent or in conflict with the National Agreement.

MAINTENANCE CRAFT AGREEMENT - DENVER, COLORADO

ARTICLE 1 - WASH-UP PERIODS - MAINTENANCE CRAFT

All Maintenance Craft employees performing dirty work or work with toxic materials shall be given reasonable wash-up time when needed.

ARTICLE 2 - WORK WEEKS - MAINTENANCE CRAFT

All Maintenance Craft positions posted for bid shall be posted with fixed consecutive rest days when possible.

ARTICLE 4 - FORMULATION OF LOCAL LEAVE PROGRAM - MAINTENANCE CRAFT

A. Duration of the Choice Period and Maximum Number to Receive Leave.

1. The Choice Vacation Period will be the first full week of January through the service week containing Thanksgiving. Also included will be the two (2) week period beginning December 24th.
2. The number of employees receiving leave each week during the choice vacation period shall be 10% with these exceptions:
 - a. From Memorial Day to Labor Day up to 15% of the employees shall be allowed off.
 - b. Area Maintenance Technicians and Area Maintenance Specialists - One (1) at a time.
 - c. With the exception of the following, the weeks in December prior to and including Christmas week are not available for vacation bidding:
 1. Except for the sections identified in #2 below, one (1) employee per section will be granted annual leave beginning the service week of Christmas. Prior to the bidding of choice vacations, management and the Union will meet to determine if more than one (1) employee from each section may be allowed off.
 2. In the Electronic Technician, Mail processing Equipment Mechanic, and Maintenance Operations Support Clerk sections, two (2) employees per section will be granted annual leave beginning the service week of Christmas.
 - d. When there is growth in any occupational groups above, the parties will meet to determine the number of employees off on annual leave.
 1. When Rounding Rule is to be applied, any fraction shall constitute the next whole number.
 - e. **Postal Support Employee(PSE) will not participate in the bid annual process. However will receive leave in accordance with the Postal Support Employee MOU.**

B. Choice Vacation Selection

1. Employees selecting vacation during the two (2) rounds will do so in accordance with one of the options noted below:
 - a. Employees earning 20 or 26 days of annual leave:

- Option 1 - A single selection of up to 15 working days (Three consecutive weeks).
 - Option 2 - Two selections: One of five working days (one week) and one of ten working days (two weeks).
 - b. Employees earning 13 days annual leave:
 - Option 1 - A single selection of up to ten working days (Two consecutive weeks).
 - Option 2 - Two selections of five working days (one week) each.
 - c. Maintenance Craft employees annual leave shall begin at the option of the employee in accordance with the following:
 - Option 1 - Saturday
 - Option 2 - The day following his or her two days off, provided the days off are included on the 3971 leave request.
2. The cumulative total of annual leave bid by an employee during the two (2) rounds will not exceed the amount of annual leave earned by the employee during the leave year.

Vacation Planning

3. The General Mail Facility, FMO, Holly Building, and the Mail Processing Annex will be separate **facilities** for bidding annual leave. Sections will be as follows:
- a. Electronic Technicians - by Level and Tour.
 - b. Mail Processing Equipment Mechanics - by Tour
 - c. Maintenance Support Clerks - by Level on all Tours.
 - d. Labor/Custodians and Group Leaders - by Tour and Facility.
 - e. Labor/Custodians, stations, branches and Floaters - by Tour and Facility.
 - f. Maintenance Mechanics PS-7 - by Tour.
 - g. Maintenance Mechanics PS-5 - by Tour.
 - h. Area Maintenance Technicians and Area Maintenance Specialists
 - i. Building Equipment Mechanics - by Tour.
 - j. Carpenters.
 - k. Painters.
4. Annual Leave bidding will be by “maintenance craft career seniority in the installation.”
- a. The vacation selection period will begin **October 15th** and conclude not later than December 31st.
 - b. The method for bidding annual leave will be done with a weekly scheduling calendar passed by seniority in each of the sections outlined in Article 4.C.1 for each round of bidding.
 - c. Employees will be allowed up to three calendar days for bid annual leave selections to be completed.
 - d. Employees must sign the weekly scheduling calendar to validate their bid annual request.
 - e. The Plant Manager of Maintenance/Designee shall meet with the APWU President/Maintenance Craft Director by **October 1st** to develop reasonable rules for bidding choice vacation periods. Among the rules to be addressed will be how employees absent from work will make their selection.

5. **When an employee is detailed to, assigned to, or bids to another tour or location, their approved bid annual will follow them.**
6. The approved vacation schedule shall be posted on official bulletin boards and each employee shall receive written notification of their approved leave.
7. **Incidental leave requests will be handled by seniority for requests submitted on the same day, requesting the same time period; otherwise, incidental annual leave requests shall be considered on a first-come, first-serve basis.**
8. Maintenance employees shall not be required to work days off or holidays prior to or following bid annual if requested on a 3971. Employees will be considered unavailable for overtime under the preceding conditions.
9. When a choice vacation period is vacated for any reason, and the supervisor is notified at least ten (10) days in advance of the vacated period, the period shall be posted for seven (7) days. This vacation period shall be re-bid, by seniority, from the vacating employee on down.
10. Any new jobs created during the life of this Agreement shall be placed in a leave section following consultation with the Union.

ARTICLE 13 - HOLIDAYS - MAINTENANCE CRAFT

- A. Selection of employees to work the holiday shall be consistent with the provisions of the General Article 13 on Holiday Scheduling of the DMAL Local Memorandum of Understanding.
- B. Sections for holiday scheduling shall be the same as sections defined in Maintenance Article 14 of the Local Memorandum of Understanding.
- C. Holiday scheduling will be by “maintenance craft career seniority in the installation.”

ARTICLE 14 - OVERTIME - MAINTENANCE CRAFT

- A. Maintenance employees, when required to work overtime, will be notified at least one (1) hour in advance if possible.
- B. Maintenance sections for “Overtime Desired Lists” shall be established by occupational group, tour and level per Article 38 of the National Agreement.
- C. **General Mail Facility, the Holly Building, FMO, and the Mail Processing Annex will be separate facilities, in accordance with the following:**
 1. The GMF will establish two (2) Overtime Desired Lists. One list will be for those employees desiring overtime at the GMF. The second list will be for those employees desiring to work overtime at another facility as needed. This second list, for full tour of overtime only, will be implemented at the

facility where the volunteer list has been exhausted, and it has become necessary to mandate those employees on the “NO” side of the list at their facility. The second list for the GMF will include opportunities to volunteer for full tour overtime at the Mail Processing Annex, the Holly Building.

2. Building Services

a. Overtime Desired Lists will be established for Building Services as follows:

1. General Mail Facility
2. Mail Processing Annex
3. All Customer Services facilities (includes all Stations and Branches, the Holly Building, Park Place, and the Vehicle Maintenance Facility.)

3. In the Field Maintenance Office, separate Overtime Desired Lists will be established by occupational group, tour and level, for the following overtime sections:

- a. Employees regularly servicing the Stations and Branches (802's - FMO)
- b. Employees regularly servicing the Associate Offices

D. Because of the nature of Maintenance work, advanced planning is often possible. Management will accordingly make every effort for affected employees to know of non-scheduled day overtime at least three (3) days in advance of their non-scheduled days.

E. In the FMO, two (2) OTDL's will be established as follows:

1. Overtime Desired Lists within the specific overtime section in accordance with Article 14.C.3 above.
2. Supplemental OTDL encompassing all overtime sections in Article 14.C.3.

F. When fulfilling FMO overtime requirements, all available employees from the OTDL (Article 14.E.1) and all available employees from the supplemental OTDL (Article 14.E.2) shall be utilized prior to any mandate of overtime. The sequence will be:

1. OTDL within the specific overtime sections of Article 14.C.3
2. Supplemental OTDL of all overtime sections of Article 14.C.3
3. Mandate from the non-OTDL (specific overtime section)
4. Mandate from the non-OTDL (supplemental)

G. Overtime Scheduling will be by “maintenance craft career seniority in the installation.”

LETTER OF INTENT – SPLIT OTDLS

Begin Tour/After Tour and Scheduled Day Off (SDO) Overtime Desired Lists may be implemented when it is mutually agreed upon between the Manager of Maintenance/Designee and the Union President/Designee. Either party may withdraw from and terminate the program by giving fourteen (14) calendar days of written notice to the other party.

ARTICLE 18 - REASSIGNMENTS - MAINTENANCE CRAFT

- A. Each Denver facility will be a separate section for reassignment purposes. Such sections shall also be further separated by Tour, Level and Occupational Group as follows:
1. Mail Processing Equipment
 2. Building Equipment Maintenance
 3. Maintenance Support Clerks
 4. Building Services Personnel
 5. Field Maintenance
 6. Area Maintenance

ARTICLE 22 - PRINCIPLES OF POSTING - MAINTENANCE CRAFT

- A. Posting
1. Maintenance employees shall have the right to withdraw bids by written notice to the **Installation Head or designee**, if received anytime before the expiration date of the posting.
 2. Any duty assignment which changes more than two (2) hours in reporting time will be re-posted, unless the incumbent chooses to accept the new reporting time, but in accordance with Article 38.4.A.4.
 3. The following actions shall cause a duty assignment to be re-posted:
 - a. Any change in the principle assignment area. Changes in duty assignments shall be discussed with the Maintenance Craft Director prior to any changes.
 4. The parties may mutually agree to modify the conditions for re-posting depending on the circumstances of the changes, provided the changes are not inconsistent or in conflict with the National Agreement.

MOTOR VEHICLE CRAFT AGREEMENT - DENVER, COLORADO

ARTICLE 1 - WASH-UP PERIODS - MOTOR VEHICLE CRAFT

Employees of the Motor Vehicle Craft who perform dirty work shall be given a total of fifteen (15) minutes of wash-up time. Additional reasonable wash-up time shall be granted on an individual basis by need.

ARTICLE 2 - WORK WEEKS - MOTOR VEHICLE CRAFT

All MVS positions posted for bid effective with the signing of this Local Memorandum will be posted with fixed rest days. These days shall be consecutive when possible.

ARTICLE 4 - FORMULATION OF LOCAL LEAVE PROGRAM – MOTOR VEHICLE CRAFT

- A. The choice vacation period will be the first full week of January through the week of Thanksgiving. Also included will be the service week after Christmas. Also, one (1) employee in each of the sections defined below will be granted annual leave beginning in the service week in which Christmas falls. (Three employees will be granted annual leave beginning the service week in which Christmas falls in the section which includes MVO's and TTO's.) The Union and management will meet prior to the bidding of choice vacation periods to determine if more than one (1) employee can be let off in any of the sections.
- B. Employees selecting vacation during the two (2) rounds of bidding by seniority will do so in accordance with one of the options noted below:**
- 1. Employees earning 20 or 26 days of annual leave:**
 - a. Option 1 – single selection of up to 15 working days (Three consecutive weeks).**
 - b. Option 2 – Two selections: One of five working days (one week) and one of ten working days (Two weeks).**
 - 2. Employees earning 13 days annual leave:**
 - a. Option 1 – A single selection of up to ten working days (Two consecutive weeks).**
 - b. Option 2 – Two selections of five working days (one week) each.**
- C. **The cumulative total of annual leave bid by an employee during the two (2) rounds will not exceed the amount of annual leave earned by the employee during that leave year.**
- D. The number of employees who shall receive leave each week of the choice vacation period shall be ten percent (10%) **based on the staffing as of November 1st of the current year.** In applying the ten percent (10%), any fraction of .50 or more will allow an additional employee to be off. Any fraction of .49 or less will be discarded.

- E. Postal Support Employee(PSE) will not participate in the bid annual process. However will receive leave in accordance with the Postal Support Employee MOU.**
- F. Except as otherwise indicated, annual leave shall be granted according to occupational code by seniority and by facility and the sections listed below:
1. Mechanics - by Tour
 2. Body - Fenderman - by Tour
 3. **Garageman, Tire Repairman and VOMAs - by Tour**
 4. Stockroom Personnel - by Tour (not by Facility)
 5. Motor Vehicle Dispatch Clerk - GMF (One (1) employee off each week)
 6. Administrative Personnel - by Tour
 7. **Motor Vehicle Operators and Tractor Trailer Operators**
 8. **Dispatch Clerks**
- E. When a choice vacation period is vacated for any reason this vacation period shall be re-bid, provided the employee **or union gives written** notice to his/her immediate supervisor at least fourteen (14) days in advance. If, for any reason, the fourteen (14) days advanced notice requirement is not met, the vacated period will not be re-bid. If proper notification is given, the vacated period will be awarded by seniority from the vacating employee on down.
- F. The vacation selection process will begin November 1st. Every effort will be made for all selections for vacations to be completed by December 31st of each year.
- G. All Motor Vehicle Craft vacations shall begin following the employee's two (2) consecutive days off. Those employees who have split days off shall have the option of beginning their leave on Saturday, or the first regularly scheduled work day following the first day off. The employee's leave week shall be charged to the service week in which the greatest number of days are taken.
- H. Motor Vehicle Maintenance Employees shall have twenty-four (24) hours from the time of notification to submit their bid in writing for annual leave. Employees on extended absences will have seventy-two (72) hours to submit their bid for annual leave. Employees on annual leave during the month of November shall be required to submit their choice prior to leaving. The APWU MVS Craft Director will be notified regarding those employees not available for annual leave bidding.
- I. Motor Vehicle Operators and Tractor Trailer Operators shall submit their bid for annual leave within their tour of duty at the time of notification. If it is not submitted prior to the end of the tour of duty, they will be bypassed and will only be allowed to submit their annual requests after completion of the bidding process. Employees on extended leave or annual leave for the period of annual leave bidding will be bypassed unless their request has been submitted prior to or by the end of their tour of duty on the day they are scheduled to bid their leave.

ARTICLE 13 - HOLIDAYS - MOTOR VEHICLE CRAFT

For the purpose of holiday scheduling, employees selected to work on a holiday will be the same as per Article 14, Section A, Overtime.

ARTICLE 14 - OVERTIME - MOTOR VEHICLE CRAFT

- A. Overtime desired lists will be established in accordance with the sections listed in B, below:
- B. The employees performing similar work shall constitute a section for overtime purposes. **Overtime shall be granted according to occupational code by facility.** Sections:
1. Body and Fenderman
 2. Mechanics
 3. **Garageman, Tire Repairman and VOMAs**
 4. **Stockroom Personnel**
 5. VMF Administrative Office
 6. Motor Vehicle Operators
 7. Tractor Trailer Operators
 8. Clerk Vehicle Dispatchers
- C. Begin Tour/After Tour and Scheduled Day Off (SDO) Overtime Desired Lists may be implemented when it is mutually agreed upon between the Manager of Transportation and Networks/Designee and the Union President/Designee. Once in the program, either party may end their participation by notifying the other party in writing thirty (30) calendar days in advance of the next Quarter. MVS employees required to work overtime will be given at least one (1) hour advanced notice prior to end of tour whenever possible.

ARTICLE 18 - RE-ASSIGNMENTS - MOTOR VEHICLE CRAFT

- A. Any employee in the Motor Vehicle Service who wishes to be considered for an appointment in another craft will be considered for such an appointment by the appropriate Selecting Official provided the employee has met the requirements of the appropriate handbook.
- B. For the purpose of identification of assignments comprising a section when it is proposed to re-assign within an installation employees excess to the needs of a section, the Motor Vehicle Craft will be by level as follows:
1. The following shall constitute one (1) section:
 - a. Automotive Mechanics
 - b. Body-Fenderman
 - c. **Garageman, Tire Repairman, and VOMAs**
 - d. Stockroom Personnel
 2. Office Staff
 3. Dispatch Clerks
 4. **Motor Vehicle Operators**
 5. **Tractor Trailer Operators**

ARTICLE 19 - PARKING - MOTOR VEHICLE CRAFT

The past practice of assigning Motor Vehicle employees parking spaces at **all the VMFs** will continue.

ARTICLE 22 - PRINCIPLES OF POSTING - MOTOR VEHICLE CRAFT

- A. When requested in writing by the union all full-time regular Motor Vehicle Operator and Tractor Trailer Operator and Vehicle Dispatch Clerks assignments will be posted for bid once each calendar year. This shall be done during the month of October, and shall be completed by October 31st. The assignments will become effective after the next full pay period after completion of the bidding process.**

- B. When it is necessary to change the beginning time for a Motor Vehicle Craft assignment greater than two (2) hours, the affected assignment shall be re-posted. The Union and Management may agree to allow the incumbent to accept or reject the new reporting time.

- C. A Motor Vehicle Craft duty assignment will be re-posted whenever one of the following occurs:
 - 1. The duties of the assignment are changed by more than 50%.
 - 2. The principal assignment area of the assignment is changed.

- D. Depending on the circumstances of the change, the parties may mutually agree to modify the conditions for re-posting a Motor Vehicle Craft Duty assignment, provided that the conditions are not inconsistent or in conflict with the National Agreement.