

# **RANGELY, CO**

**Local Memorandum of Understanding**

**Between**

**United States Postal Service**

**and**

*Western Colorado Area Local  
American Postal Workers Union AFL-CIO*



**November 21, 2003 - November 20, 2003**

## **ARTICLE 8 HOURS OF WORK**

### ***Section 1. Exchange of Information***

A. Every effort shall be made to provide for a mutual exchange of information, ideas, and views between the employer and the union with regard to any permanent change in the work week, including change in daily work hours, for individual assignments, a group of assignments, or all assignments in the work shift.

### ***Section 2. Wash-up Time***

A. The employer agrees to abide by the National Agreement, Article 8, Section 9. The employer shall provide reasonable and necessary wash-up time for all bargaining unit employees.

## **ARTICLE 10 LEAVE**

### ***Section 1. Choice and Non-Choice Vacation Periods***

#### **A. Choice Vacation Period**

The Choice Vacation Period will begin on the week containing June 1 and extend through the last full week of November, plus the week between Christmas and New Years.

#### **B. Non-Choice Period**

The Non-Choice Period includes all other weeks of the leave year, excluding the month of December except the week between Christmas and New Years.

### ***Section 2. Bidding Requirements***

#### **A. Choice Vacation Period**

Only one employee in the facility will be allowed off at any one time. Additional employees may be allowed off at the Postmaster's discretion.

#### **B. Non-Choice Period**

The Non-Choice Period will be considered uncommitted leave after choice round bidding.

### ***Section 3. Bidding Procedure***

- A. The leave chart for Choice and Non-Choice Vacation will be posted and kept up to date by employer.
- B. Bidding for the Choice Period will begin on March 1. Each regular work force employee will have 5 calendar days to make their bid. Bids will be made in order of office seniority. There will be two rounds of bidding for the Choice Period.
- C. Employees may not bid leave in excess of that which will be credited to them by the start of their vacation.
- D. During the first round of bidding employees may bid 10 or 15 days of continuous leave according to the employee's yearly annual leave earnings.
- E. During the second round of the bidding all weeks in the Choice Period still available may be bid in whole weeks only.

- F. Part-Time Flexible employees may use a minimum of 30 hours leave to obtain a full week of scheduled leave.

#### ***Section 4. Uncommitted Leave***

- A. Uncommitted Leave will consist of the unbid weeks of the Choice Period and all weeks in the Non-Choice Period.
- B. 30 days prior to the weeks available employees may request leave in less than full-week increments.
- C. Leave requests should be submitted by the time the schedule is posted for that week. In case of a tie, seniority will prevail.

#### ***Section 5. Cancellation Procedures***

- A. Cancellation of scheduled annual leave should be submitted in writing to the Postmaster at least two weeks in advance of the scheduled leave. Annual leave which was bid in full week increments must be canceled in full week increments.
- B. Vacated annual leave shall be bid and assigned first to the senior employee in the craft who is junior to the vacating employee and hence through the seniority roster and back around to the vacating employee. Requesting employees must have the leave balance to cover all leave commitments.

#### ***Section 6. Emergency Leave***

- A. Employees may be granted emergency leave when unforeseen events that are beyond the control of the employee justify the absence of the employee.
- B. Employees may be granted emergency leave in cases of death or serious illness in the immediate family. Immediate family shall be defined as: mother, father, brothers, sisters of the employee or spouse; wife husband or children of the employee. Every effort shall be made to grant requests in case of death or serious illness of any other relative or person with close personal ties.

## **ARTICLE 20 PARKING**

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

All parking at the Rangely Post Office shall be on a first come first served basis.

## **MEMORANDUM OF UNDERSTANDING**

This MEMORANDUM OF UNDERSTANDING entered into on April 14, 2000 at Rangely, Colorado between representatives of the Rangely, Post Office and the Western Colorado Area Local, American Postal Workers Union, signatory to the National Agreement pursuant to the local implementation procedures of the 2000 National Agreement. This MEMORANDUM OF UNDERSTANDING constituting the entire agreement of matters relating to local conditions of employment.

## **UNION RECOGNITION**

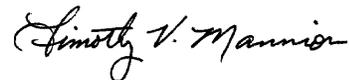
The employer recognizes the Western Colorado Area Local of the APWU, AFL-CIO as the exclusive bargaining representative for all employees in the Clerk, Maintenance, Motor Vehicle, and Special Delivery Messenger craft bargaining units for which each has been certified and recognized at the National Level.

## **SEPARABILITY AND DURATION**

The term of this MEMORANDUM OF UNDERSTANDING shall be effective on signature by the employer and the union and shall remain in full force and effect to and including 12 o'clock, midnight, November 20, 2003, and for such a period as the National Agreement may be extended.

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

Ray Favre  
Postmaster  
Rangely, CO 81648



Timothy V. Mannion  
President  
Western Colorado Area Local,  
American Postal Workers Union AFL-CIO