

# **AGREEMENT**

**Between**

**UNITED STATES POSTAL SERVICE**

**LAS VEGAS**

**NORTH LAS VEGAS**

**HENDERSON**

**BOULDER CITY**

**INSTALLATIONS**

**and**

**NATIONAL ASSOCIATION**

**OF LETTER CARRIERS**

**BRANCH 2502, AFL-CIO**

**NOVEMBER 21, 2011 THROUGH**

**MAY 20, 2016**

**Effective date January 10, 2013**



# TABLE OF CONTENTS

## **ARTICLE 8: HOURS OF WORK** **1-3**

O.T.D.L. SIGN UP PERIOD .....	1
O.T.D.L. SECTIONS AND INSTALLATIONS .....	1
O.T.D.L. CARRYOVER: .....	2
O.T.D.L. TRACKING.....	2
WASH-UP TIME .....	3

## **ARTICLE 10: LEAVE** **3-9**

CHOICE VACATION PERIODS .....	3
BID RIGHTS .....	4
BID CHART SUPPLEMENTALS .....	5
ANNUAL LEAVE SECTIONS AND INSTALLATIONS .....	6
FIRST AND SECOND ROUNDS OF BIDDING.....	7
BID ALLOWANCES, CANCELLATIONS AND SWAPS:.....	8-9

## **ARTICLE 11: HOLIDAYS** **10**

HOLIDAY PECKING ORDER.....	10
----------------------------	----

## **ARTICLE 13: ASSIGNMENT OF ILL OR INJURED EMPLOYEES** **10-11**

REQUEST FOR LIGHT DUTY .....	10
ASSIGNMENT OF LIGHT DUTY.....	11
ASSIGNMENT WITHIN MEDICAL RESTRICTIONS.....	11

**ARTICLE 14: SAFETY AND HEALTH** **11**

VEHICLE ASSIGNMENTS..... 11  
EMERGENCY SITUATIONS..... 12  
SAFETY AND HEALTH COMMITTEE: ..... 12

**ARTICLE 17: REPRESENTATION** **13**

LABOR-MANAGEMENT MEETINGS MINUTES AND POLICIES ..... 13

**ARTICLE 20: PARKING** **14**

ASSIGNMENT OF EMPLOYEE PARKING ..... 14

**ARTICLE 41: LETTER CARRIER CRAFT** **14**

BID POSTING AND TIME FRAMES..... 14  
CHANGE OF STARTING TIMES..... 15  
T-6/RELIEF ASSIGNMENTS..... 15  
OPT HOLD DOWN BID PROCEDURES..... 15  
ABOLISHMENT PROCEDURES ..... 16

# ARTICLE 8: HOURS OF WORK

## ARTICLE 8.5.A.... O.T.D.L. SIGN UP PERIOD

Two weeks prior to the start of each quarter Management will post the existing O.T.D.L. along with a sign up sheet for employees to indicate their desire to change their existing status on the overtime desired list.

## ARTICLE 8.5.B.... O.T.D.L. SECTIONS AND INSTALLATIONS

Overtime desired lists will be separate by Stations and Installations as defined on this Memorandum of Understanding.

There will be one (1) Overtime Desired List at the Boulder City Main Post Office, 89005, for the Boulder City Installation.

Each Station in the Las Vegas, North Las Vegas, and Henderson Installation will maintain an Overtime Desired List for their respective station.

- 1) The Stations in the Las Vegas Installations are:
  - CROSSROADS ..... 89130, 89131, 89143, 89149, 89166
  - EAST LAS VEGAS ..... 89120, 89121
  - EMERALD ..... 89103, 89118
  - GAR SIDE ..... 89102, 89107
  - HUNTRIDGE ..... 89104
  - KING..... 89101, 89106
  - PARADISE ..... 89109, 89119, 89169
  - REDROCK VISTA ..... 89108, 89128, 89129
  - SILVERADO ..... 89123, 89141, 89183
  - SPRING VALLEY ..... 89117, 89146
  - SUMMERLIN..... 89134, 89138, 89144, 89145

SUNRISE..... 89110, 89115, 89156  
WESTRIDGE ..... 89113, 89139, 89147, 89148  
WINTERWOOD..... 89122, 89142  
GMF COLLECTIONS/P.T.R.'S..... 89199

- 2) The Stations in the North Las Vegas Installation are:  
NORTH LAS VEGAS MAIN..... 89030  
MEADOW MESA ..... 89031, 89032, 89081
- 3) The Stations in the Henderson Installation are:  
HENDERSON MAIN..... 89002, 89011, 89015  
VALLE VERDE STATION..... 89014, 89074

ANY FUTURE STATIONS ARE TO BE AUTOMATICALLY INCLUDED IN THIS LOCAL AGREEMENT

**ARTICLE 8.5.B.....O.T.D.L. CARRYOVER:**

- 1) Employees transferring/swapping into any new station or installation during the course of a quarter shall be allowed to continue on whatever OTDL category they were on at their prior assignment.
- 2) Where applicable, T-6's shall be permitted the option of being placed on the overtime list of any Stations(s) at which they work. They shall be considered unavailable for O.T. at Station(s) not assigned on that day.

**ARTICLE 8.5.C.2.C... O.T.D.L. TRACKING**

The Shop Stewards with the Postmaster, or his/her designee will review the office-wide overtime desired list weekly to identify and correct

discrepancies. They will sign each week's list. These signatures will indicate that a review has occurred and corrective action has been discussed and agreed upon.

**ARTICLE 8.9 WASH-UP TIME**

WASH-UP TIME: In accordance with the National Agreement, Article 8, Section 9, employees performing dirty work or work with toxic materials shall be granted reasonable wash-up time.

**ARTICLE 10: LEAVE**

**ARTICLE 10.3.C.... CHOICE VACATION PERIODS**

- 1) The choice vacation period shall be from the first full week in April through the last full week in November.
- 2) Vacation chart shall be for said year from the first full week of February through the week containing January 31 of the following year.
- 3) A vacation week shall be Monday through Saturday.
- 4) A seniority list shall be furnished and posted on a quarterly basis at each station.
- 5) In the Boulder City, Henderson, Las Vegas and North Las Vegas Installations, the following percentage shall be allowed off during each week. In those instances where computing the percentage results in a fraction, .5 or higher including P.T.R.'s and P.T.F.'s shall be rounded to the next higher number. The Union and Management shall meet during December of each year, 2011 through 2016, to coordinate leave calendar for said year, for all installations.

January	9%	July	13%
February	13%	August	13%
March	13%	**September	9%
April	13%	October	9%
May	9%	**November	9%
June	13%	December	9%

\*\* September - The week containing Labor Day will be at 13%.

\*\* November – The week containing Thanksgiving Day will be at 13%.

- 6) **For installations with multiple stations,** If an employee bids another station within an installation, employee takes leave with them. If there is not a vacant opening on the annual leave chart with the same period, employee at the gaining unit goes on annual leave chart as an extra and employee’s spot will not be backfilled. If employee’s selection becomes vacant at the new station, employee will fill it and the old station selection will be vacated.

**ARTICLE 10.3.D.1... BID RIGHTS:**

- 7) Employees earning 13 days annual leave shall bid for and be granted up to 10 continuous working days in the choice period on the first round of bidding.

**ARTICLE 10.3.D.2... BID RIGHTS:**

- 8) Employees earning 20 and 26 days annual leave shall bid for and be granted up to 15 continuous working days in the choice period on the first round of bidding.



## **ARTICLE 10.3.F... BID CHART SUPPLEMENTALS**

An employee on military leave/jury duty shall not be considered as one of the maximum number of employees that Management has decided can be off duty at any given time.

- 1) At least thirteen (13) delegates shall be granted leave to attend Union functions, provided that the Union gives a twenty (20) day notice. The thirteen (13) delegates shall be allocated as follows: one (1) delegate from the Boulder City Installation, Two (2) delegates from the Henderson Installation, Two (2) delegates from the North Las Vegas Installation, Eight (8) delegates from the Las Vegas Installation. If more delegates are desired by the Union, Management shall make every reasonable effort to grant this request.
- 2) Requests for spot annual leave will be submitted in duplicate to immediate supervisor on P.S. Form 3971. To acknowledge receipt, the supervisor will initial and date supervisor notified block on P.S. Form 3971 and return duplicate to employee. Leave will be granted on a seniority basis upon approval by Management. Annual leave will be granted/denied by close of business Wednesday if request is submitted Monday. Failure to respond by supervisor by close of business Wednesday will constitute automatic approval of the request(s).
- 3) Annual leave request for week open on the vacation bid chart will not be denied if the request is received by 09:00 A.M., the Monday preceding the open week. Only at the time that the bids are pulled shall a full week request take precedence over a partial week request.

**ARTICLE 10.4.B.... ANNUAL LEAVE SECTIONS AND INSTALLATIONS**

Annual leave schedules shall be posted prior to February of each year. Bid period will be from the week containing January 1<sup>st</sup> through the week containing January 31<sup>st</sup> of said year.

Annual leave will be administered by each Station (in those Installations with multiple stations), as defined by this Memorandum of Understanding solely for the purpose of Article 10 definition.

- 1) The stations in the Las Vegas Installation are:
  - CROSSROADS..... 89130, 89131, 89143, 89149, 89166
  - EAST LAS VEGAS..... 89120, 89121
  - EMERALD ..... 89103, 89118
  - GAR SIDE ..... 89102, 89107
  - HUNTRIDGE ..... 89104
  - KING ..... 89101, 89106
  - PARADISE..... 89109, 89119, 89169
  - REDROCK VISTA ..... 89108, 89128, 89129
  - SILVERADO ..... 89123, 89141, 89183
  - SPRING VALLEY ..... 89117, 89146
  - SUMMERLIN..... 89134, 89138, 89144, 89145
  - SUNRISE ..... 89110, 89115, 89156
  - WESTRIDGE..... 89113, 89139, 89147, 89148
  - WINTERWOOD..... 89122, 89142
  - GMF COLLECTIONS/P.T.R.'S ..... 89199
  
- 2) The Stations in the North Las Vegas Installation are:
  - NORTH LAS VEGAS MAIN ..... 89030
  - MEADOW MESA ..... 89031, 89032, 89081

- 3) The Stations in the Henderson Installation are:  
HENDERSON MAIN .....89002, 89011, 89015  
VALLE VERDE STATION .....89014, 89074
- 4) The Main Office is the only unit in the Boulder City Installation:  
89005

ANY FUTURE STATIONS ARE TO BE AUTOMATICALLY INCLUDED IN THIS LOCAL AGREEMENT

**ARTICLE 10.4.B.2... FIRST AND SECOND ROUNDS OF BIDDING**

First and Second round of bidding: The installation head shall notify employees as to the date their bidding shall start.

- 1) All vacation bidding shall be by seniority,
- 2) Employee will be called to the designated bid location to review annual leave chart and make their vacation selection. This will be done on the clock.
- 3) Employees on leave or scheduled day off may/will submit in writing in advance, through employer or another person of their choice. Employee failing to submit a bid on the first or second round shall revert to the bottom of the seniority list.
- 4) The second round of bidding shall be by the same procedure as round #1.
- 5) Employees on the second round of bidding may take the remainder of their yearly annual leave allotment, or at least decrease the remainder of their leave to 440 hours.

**ARTICLE 10.4.C... BID ALLOWANCES, CANCELLATIONS AND SWAPS:**

- 1) Employees earning 20 and 26 days annual leave desiring to bid outside the choice vacation period, may be allowed to take up to four full weeks annual leave on the first round of bidding.
- 2) Employees earning 13 days annual leave desiring to bid outside the choice period, may be allowed to take up to three full weeks of annual leave.
- 3) No combination of bidding on the first round of bidding for employees earning 20 and 26 days annual leave shall exceed four weeks. (Example: Two weeks choice period, two weeks outside choice period, etc.)
- 4) No combination of bidding on the first round of bidding for employees earning 13 days annual leave shall exceed three weeks. (Example: One week choice period, two weeks outside choice period, etc.)
- 5) Employees failing to submit a bid on the first round of bidding shall revert to the bottom of the seniority list.
- 6) Cancellation of leave must be submitted no later than 9 A.M. ten (10) days prior to the Monday of the leave week in question. All bids/cancellations will be jointly pulled and posted by Union and Management at all times. Leave positions cancelled by resignation shall be posted upon occurrence and rebid on a seniority basis. Cancellations of leave less than 10 days prior may be granted upon approval of the Union and Management provided the annual leave board is not full. If the cancellation is permitted after the opts are pulled, the canceling party becomes unassigned for that service

week if a carrier has successfully opted on that assignment.

- 7) Employees shall be permitted to work out a mutually agreeable exchange of vacations. These exchanges, within the unit, must be submitted no later than 9 A.M. ten (10) days prior to the Monday of the vacation exchange leave week in question.

# **ARTICLE 11: HOLIDAYS**

## **ARTICLE 11.6... HOLIDAY PECKING ORDER**

Management will select carriers'/PTR's to work holidays in the following pecking order:

- 1) Part-Time Flexibles
- 2) Full-Time regulars/PTR's who volunteer on their designated holiday by seniority.
- 3) City Carrier Assistants (CCA's) to the extent possible.
- 4) Full-Time regulars/PTR's who volunteer on their non-scheduled day by seniority.
- 5) Full-time regulars/PTR's who did not volunteer on what would have been their nonscheduled day, by inverse seniority.
- 6) Full-time regulars/PTR's who did not volunteer on what would have been their designated holiday, by inverse seniority.

# **ARTICLE 13: ASSIGNMENT OF ILL OR INJURED EMPLOYEES**

## **ARTICLE 13.2.C... REQUEST FOR LIGHT DUTY**

Installation heads shall show the greatest consideration for full-time or part-time regular and part-time flexible employees requiring light duty or other assignments, giving each request careful attention, and reassign such employees to the extent possible in the employee's office. When

a request is refused, the installation head shall notify the concerned employee in writing, stating the reasons for the inability to reassign the employee.

### **ARTICLE: 13.4.A... ASSIGNMENT OF LIGHT DUTY**

Every effort shall be made to reassign the concerned employee within the employee's present craft or occupational group, even if such assignment reduces the number of hours of work for the supplemental work force. After all efforts are exhausted in this area, consideration will be given to reassignment to another craft or occupational group within the same installation if work is available. There will be notification to the appropriate union.

### **ARTICLE: 13.4.D... ASSIGNMENT WITHIN MEDICAL RESTRICTIONS**

The reassignment of a full-time or part-time regular and part-time flexible employee under the provisions of this Article to an agreed upon light duty temporary or permanent or other assignment within the office, such as type of assignment, area of assignment, hours of duty, etc., will be the decision of the installation head who will be guided by the examining physician's report, employee's ability to reach the place of employment, ability to perform the duties involved and consultation with the local Union President or designee.

## **ARTICLE 14 SAFETY AND HEALTH**

### **ARTICLE 14.2... VEHICLE ASSIGNMENTS**

No vehicle will be assigned to an employee unless it can be reasonably expected to conform to recognized safety standards. Management will

make a reasonable effort to assign the same vehicle to the same full-time/ collection route each day.

Management may interchange vehicles to equalize mileage, and to reflect the mail volume for the various routes. It is the employer's intent that vehicles be maintained in an acceptable state of cleanliness, inside and out.

#### **ARTICLE 14.2.... EMERGENCY SITUATIONS**

No employee shall be required to perform their normal duties in any situation where authorities deem an emergency exists that may threaten life or bodily harm of the employee which could include them crossing picket lines in the performance of their duties, entering riot areas that are deemed riot areas by civil authorities or working under bomb scare conditions as designated by the Postal Service or civil authorities. All employees must immediately inform their supervisor. The supervisor will immediately investigate the incident reported by the employee to verify a hazard exists. Then management will notify Branch 2502 office when any of the foregoing conditions exist.

#### **ARTICLE 14.4... SAFETY AND HEALTH COMMITTEE:**

When establishing a joint Safety and Health Committee as provided for in Article 14 of the National Agreement, the President of the N.A.L.C. Branch or their designee will serve as a committee member. Meeting of the Committee shall be held at least quarterly and more often if necessary. In offices where there is no Safety and Health Committee, safety and health is a proper subject for discussion at the Joint Labor-Management Committee Meetings.



# **ARTICLE 17: REPRESENTATION**

## **ARTICLE 17.5... LABOR-MANAGEMENT MEETINGS MINUTES AND POLICIES**

Local Labor-Management meetings for the Las Vegas Installation will be held on monthly basis. Local Labor-Management meetings of the Boulder City, Henderson and the North Las Vegas Installations will be held on a quarterly basis.

- 1) Two (2) Union representatives will be compensated by Management to attend the local Labor-Management meetings when held with the Las Vegas, Henderson, or North Las Vegas Installations, so long as the time of attendance falls within the employee's normal work schedule. One (1) Union representative will be compensated by Management at the Boulder City meeting.
- 2) Minutes shall accurately reflect verbal responses given. The disposition given at a regular Labor-Management meeting shall continue in effect until it is retracted or revised at a subsequent regular Labor-Management meeting.
- 3) The policies to be established by Management for the Christmas operation will be subject of discussion at the timely regularly scheduled joint Labor-Management Committee meeting.
- 4) The respective Labor-Management meetings with Branch 2502 will be held at a day, time and place mutually agreed upon by the parties.
- 5) Minutes of all Labor-Management meetings shall be sent to Branch 2502 within five (5) working days of said meeting and shall be posted on the official bulletin boards of each station within ten (10) calendar days.

# **ARTICLE 20: PARKING**

## **ARTICLE 20.3... ASSIGNMENT OF EMPLOYEE PARKING**

Parking spaces in excess of the needs of the Federal Government shall be available to employees on a first come basis. All spaces not marked will be available spaces. Parking will not be allowed in driveways or maneuvering areas. There shall be two (2) parking spaces designated for Branch 2502, N.A.L.C. at the GMF.

# **ARTICLE 41: LETTER CARRIER CRAFT**

## **ARTICLE 41.1.A.3... BID POSTING AND TIME FRAMES**

- A) The scheduled non-workdays for all assigned full-time and part-time regulars shall be on a rotating basis.
- B) Absent of the automated bid process, employees desiring to bid for a posted route shall put bid in writing on bid cards and place in employee bid box. Closing time for bid will be 09:00 A.M. on closing date. One N.A.L.C. representative designated by the Branch President shall be present when bids are pulled, opened and assignments are made. A Supervisor and Union representative will place bids in a large envelope, seal, initial, and file in appropriate area, except in Las Vegas, where the bids will be sent to the Personnel Office for processing.
- C) All full-time and part-time regular assignments shall be posted a minimum of ten (10) working days not to exceed fifteen (15) working days.
- D) In instances where several assignments are posted, an employee may bid for as many assignments as are posted, stating their preference.

### **ARTICLE 41.1.A.5... CHANGE OF STARTING TIMES**

When an employee's route has a change in starting time of more than one (1) hour, an assignment will not be posted. Only once per calendar year is Management permitted to change start times to a later time.

### **ARTICLE 41.1.C.4... T-6/RELIEF ASSIGNMENTS**

A full-time or part-time regular employee called into work on a nonscheduled day will be assigned where needed, and will not bump the T-6 or Relief scheduled to the route that day unless the T-6 or Relief voluntarily moves to a vacant assignment within the employee's string.

### **ARTICLE 41.2.B... OPT HOLD DOWN BID PROCEDURES**

- A) Full-time vacant duty assignments of five (5) days or more shall be posted in the same manner and area as the vacation bid chart.
- B) Unassigned Regulars, Reserve Letter Carriers, and Part-Time Flexible employees may exercise their seniority for preference of any full-time vacant duty assignment(s) (provided they are not on probation) and shall work the assignment for its duration.
- C) Bids for Opt Hold Down positions shall close at 09:00 A.M. Tuesday, and will be posted Wednesday, prior to the Monday, of the beginning of the opt. Any subsequent available vacant duty assignments occurring outside of this cycle will be assigned to the appropriate available employee by Management until the next regular Opt Hold Down Bid Cycle.
- D) Opt box will be locked and pulled jointly by Union and Management at all times.

## **ARTICLE 41.3.O... ABOLISHMENT PROCEDURES**

- 1) When a letter carrier route or full-time duty assignment, other than the letter carrier route(s) or full-time duty assignment(s) of the junior employee(s), is abolished at a delivery unit as a result of, but not limited to, route adjustments, highways, housing projects, all routes and full-time assignments at that unit held by letter carriers who are junior to the carrier(s) whose route(s) or full-time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in the Article.
- 2) The posting for bid of routes and full-time duty assignments in the circumstances described immediately above shall be restricted to the affected delivery unit. This shall be an exception to the procedures for posting duty assignments provided in Article 41 of the National Agreement and in this Local Memorandum of Understanding.
- 3) For purposes of applying this provision, a delivery unit shall be a station within an installation and/or an installation in and of itself.


National Association of Letter Carriers, AFL-CIO  
Branch 2502, P.O. Box 97106  
Las Vegas, NV 89193-7106



---

Glenn Norton, President


United States Postal Service  
1001 East Sunset Road  
Las Vegas, NV 89199-9998



---

Craig Colton, Postmaster

United States Postal Service  
404 South Boulder Highway  
Henderson, NV 89015-9998



---

Grady Griffin, Postmaster

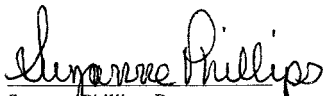
United States Postal Service  
1414 East Lake Mead Boulevard  
North Las Vegas, NV 89030-9998



---

Doug Watson, O.I.C.

United States Postal Service  
1101 Colorado Street  
Boulder City, NV 89005-9998



---

Suzanne Phillips, Postmaster