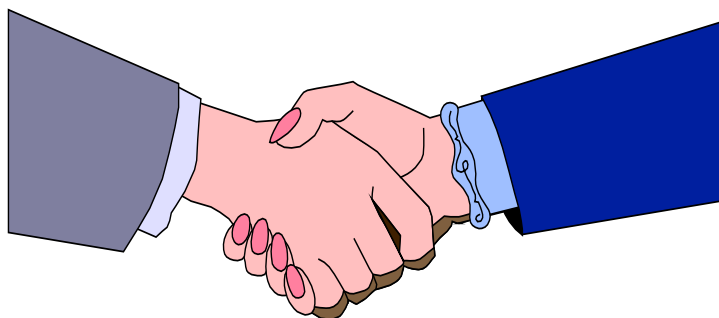


LOCAL
MEMORANDUM
OF UNDERSTANDING

GREATER SMOKY MOUNTAIN
APWU
LOCAL 263

AND

US POSTAL SERVICE
KNOXVILLE TN
2011-2015
Effective: September 29, 2011



MOTOR VEHICLE CRAFT

September 29, 2011

ITEM 1 MOTOR VEHICLE

ADDITIONAL OR LONGER WASH-UP PERIODS.

Reasonable wash-up time will be granted to those employees who perform dirty work or work with toxic materials in accordance with National Agreement provisions. National directives and regulations regarding this item will also be followed.

ITEM 4 MOTOR VEHICLE

FORMULATION OF LOCAL LEAVE PROGRAM.

(MOTOR VEHICLE CRAFT) (VACATION PLANNING SUBMISSION PROCEDURES ARE THE SAME AS THE CLERK CRAFT ITEM 4, EXCEPT AS OUTLINED BELOW) Except for the period between December 1 through December 9, (5%) and Dec 10 through December 23 (0%), and except as detailed in Item 12 below, the employer will grant annual leave up to a minimum of 10 percent of the employees in the VMF section and 20 percent in the MVS section. In applying the 10 percent rule (VMF only), any fraction of .50 or over will result in one additional employee and any fraction .49 or below will be dropped. Military leave (or LWOP to fulfill military obligations) will count toward the 10 percent. Employees will notify management of the dates of their military obligations before April 1. In the VMF Section only, two employees may be granted annual leave as long as they are in different units and provided that such leave does not adversely effect the needs of the VMF. For leave purposes, the VMF Section consists of three units: (1) Storekeeper and Clerk(s). (2) Garagemen, and (3) Mechanics. This annual leave is subject to the military leave restrictions above and the restrictions in Item 12 below. Annual or LWOP for attendance at National and State Conventions will count against the 10 percent. The union will notify management prior to April 1 of the delegates to the National and State Conventions. In the MVS section, there will be no rounding up and the 20 percent is to include all scheduled leave and unscheduled leave of 3 days or more. Employees will not be required to work on their scheduled days off in the service week before or after a period of choice vacation leave.

Choice vacation bidding shall begin on February 1st and be completed by the last day in March. There shall be two rounds of vacation bidding with each employee being afforded an opportunity to receive one selection in each round. (*Employees selecting and receiving three consecutive weeks in the first round shall not receive a selection in the second round.*) Bidding shall be on a seniority basis.

Employees will have two working days to designate their choice. Failure to submit their choice in two workings days will result in a consultation between the Craft Director and the Supervisor to determine to extend the employees selection period or to forfeit that selection and proceed with the next senior person. (If the parties do not agree to extend the selection then that selection will forfeited by the employee)

Written notice to cancel leave which was approved during the choice vacation bidding period must be given to and approved by the supervisor at least one week prior to the posting of the schedule that contains the leave and must be canceled in whole week blocks.

If an employee cancels his/her choice vacation time, disapproved requests for the same period submitted during the choice vacation planning period will be approved in order of seniority, first choice first then second choices in order of seniority. An application for the entire period will take precedence over an application for singular days.

ITEM 5
MOTOR VEHICLE

THE DURATION OF CHOICE VACATION PERIOD(S).

For the purpose of vacation planning, the choice vacation period will be April 1 through September 30th.

ITEM 12
MOTOR VEHICLE

THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.

- A. From November 1 to November 15, employees may submit leave requests for January, February, March, October, November, and December of the upcoming year. ALL requests submitted at this time, will be considered submitted at the same time and will be approved / disapproved in order of seniority, and will be approved / disapproved by December 1. The 48 hour rule will not apply to the November 1 through November 15 submission time. From November 16 on, requests will be accepted for January, February, March, October, November, and December on a first come, first served basis beginning December 2nd. (The 48 Hour rule will apply beginning December 2) The 48 hour rule does not include non-scheduled or leave days.
- B. All applications for annual leave in excess of 30 days carryover will be made by November 1.

ITEM 13
MOTOR VEHICLE

THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY.

Same as Clerk Item 13 as applicable.

ITEM 14
MOTOR VEHICLE

Same as Clerk Item 14 as applicable (Except Off Day overtime is not by tour)

Any time an employee exhibits behavior that management believes makes them unsafe to be behind the wheel of a vehicle (i.e. inattentive, groggy, lethargic, etc) management has the right / responsibility to not permit the employee to drive. That decision must be based upon personal observations of the employee at that time, not on a preconceived opinion that anyone not having eight hour off-duty time would be unsafe to drive.

It is the employee's responsibility to report for duty physically and mentally fit to meet the requirements of the job. If the employee is scheduled for overtime and does not believe they have had sufficient time off between shifts to be physically and mentally fit to meet the requirements of the job, it is the employee's responsibility to decline the overtime opportunity. (SEA Arbitration decision 12/18/09, USPS Case # H06V-1H-C09372559 DIST 332)

MISCELLANEOUS

EMPLOYER CLAIMS-MOTOR VEHICLE CRAFT.

A flashlight will be placed in each vehicle scheduled for night services. It will be the responsibility of driver to check the efficiency of the flashlight.

KNOXVILLE CLERK CRAFT

September 29, 2011

ITEM 1
CLERK

ADDITIONAL OR LONGER WASH-UP PERIODS.

Reasonable wash-up time will be granted to those employees who perform dirty work or work with toxic material in accordance with National Agreement Provisions. National directives and regulations regarding this item will also be followed.

ITEM 2
CLERK

THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF.

Future posting of position vacancies will be posted with fixed days off.

ITEM 3
CLERK

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.

The decision for curtailment or termination of Postal Operations to conform to the orders of local authorities, or as local conditions, shall be made by the Installation Head. When a decision has been reached to curtail Postal Operations, to the greatest extent possible, management will notify and seek the cooperation of local radio and television stations to inform employees, depending upon the severity of the emergency situation and what is allowed by local authorities, under such a situation. Postal Service telephones will be open for employees to call for information.

Employees involved in actual emergency situations will take immediate action to protect themselves and the mails. Under such circumstances, management will be advised as soon as possible.

ITEM 4
CLERK

FORMULATION OF LOCAL LEAVE PROGRAM.

From February 1 through February 15, employees are to submit PS FORM 3971, in triplicate, to their immediate supervisor, for their vacation period selection(s). Employees must mark first or second choice as appropriate. Each form must be annotated by the supervisor with his / her initials, the date and time received. One copy of the FORM 3971 will be returned to the employee showing receipt. (The 48 hour rule will not apply for those submitted February 16 through the last day of February)

Not later than March 1, schedules will be posted showing the approved vacation period(s) for all employees.

All leave requests submitted DURING THIS PERIOD for the vacation planning period will be on a seniority basis by section, pursuant to item 9, will be considered received at the same time, and will not be subject to the 48 hour rule. All other requests will be on a first come first served basis.

If an employee cancels his/her choice vacation time, disapproved requests for the same period submitted during the vacation planning period, will be approved in order of seniority, first choice first then second choices in order of seniority. An application for the entire period will take precedence over an application for singular days.

Applications submitted which violate the principals of item 9 will not be considered.

An employee transferring from one bid section to another bid section will bring previously approved choice vacation period leave with him/her.

Requests for cancellation of approved leave (choice vacation 5/10 day increments) are to be submitted to the unit supervisor via PS Form 3971 at least two (2) weeks prior to the beginning date of the vacation period. The only exception to the two week notice period will be through the approval of the installation head (Plant/Customer Service) and the General President of the Greater Smokey Mountain Area Local #263 (or their designee. For other approved leave, written notice must be submitted to and approved by the supervisor prior to the day of leave to cancel the approved leave.

The following are sections for the purpose of identification of assignments comprising a section for annual leave purposes:

MAIL CLASSIFICATION & SERVICES
CONSUMER SERVICES
SSPC TECHNICIAN
ACCOUNTING CLERKS
DATA COLLECTION TECHNICIANS
COMPUTERIZED FORWARDING (CFS)
TACS
TOUR 1, P&D MANUAL (Including ODIS clerks)
TOUR 2, P&D MANUAL (Including ODIS clerks)
TOUR 3, P&D MANUAL
TOUR 3X, P&D MANUAL
TOUR 3 COLLECTORS
TOUR 1, SPBS
TOUR 2, SPBS
TOUR 3, SPBS
TOUR 1, AFSM100
TOUR 2, AFSM100
TOUR 3, AFSM100
TOUR 1, AUTOMATION
TOUR 2, AUTOMATION
TOUR 3, AUTOMATION
INDIVIDUAL CLASSIFIED STATIONS & BRANCHES
GMF WINDOW SERVICES
WINDOW RELIEF & POOL OPERATIONS
VEHICLE MAINTENANCE (VMF)

To clarify tour hours, the following will apply:

Tour One = 2000-0359
Tour Two = 0400-1159
Tour Three = 1200-1959

PSE's will submit leave requests (via PS 3971) after choice vacation selection period, and will be approved on a first-come first-served basis. They will not be included in the leave percentage calculation for identified sections.

ITEM 5
CLERK

THE DURATION OF CHOICE VACATION PERIOD(S).

For the purpose of vacation planning, the choice vacation period will be April 1 through September 30th.

ITEM 6
CLERK

THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD.

NO TEXT

ITEM 7
CLERK

WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS.

Employees may request two selections during the choice vacation period in units of either 5 or 10 days, at their option. However, no second request will be approved until consideration has been given to each employee's first request.

Holidays and designated holidays that fall within a vacation week shall be part of the vacation week including part of the 5/10 day increments.

ITEM 8
CLERK

WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.

- (a) Applications of officers, delegates, and Convention Chairmen to the Craft State and National Convention will have priority regardless of their seniority status and will not count toward their allowance for choice period. In the event an alternate is used, he will have the same priority.
- (b) GSMAPWU agrees to furnish the Installation Head a list of delegates to the convention before February 1.
- (c) Union officials performing official union duties and/or attending local union meetings and conventions shall have the option of annual leave or leave without pay. "Official duties" does not include union steward time.

ITEM 9
CLERK

DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.

A minimum of 15 percent of employees in each section will be approved for annual leave in advance for the same period for the choice vacation period. However, the percentage for any week in which the first of the month falls will be 10%, except for June, July, and August. In applying the 15 and 10 percents, any fraction .50 or over will mean one additional employee. Any fraction less than 0.50 will be discarded. **However, a minimum of one employee will be approved for annual leave.**

ITEM 10
CLERK

THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE.

Employee notice of the approved choice vacation period will be by:

- 1. Posted schedules or charts of approved requests NLT March 1.
- 2. Return of approved PS Form 3971 NLT March 1.

ITEM 11
CLERK

DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

Jointly, the employer and GSMA PWU will, no later than November 1st of each year, publicize on bulletin boards and by other appropriate means the beginning date of the new leave year, which will begin with the first day of the first full pay period of the calendar year.

ITEM 12
CLERK

THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.

From November 1 to November 15, employees may submit leave requests for January, February, March, October, November, and December of the upcoming year. ALL requests submitted at this time, will be considered submitted at the same time and will be approved / disapproved in order of seniority, and will be approved / disapproved by December 1. The 48 hour rule will not apply to the November 1 through November 15 submission time. From November 16 on, requests will be accepted for January, February, March, October, November, and December on a first come, first served basis (the 48 Hour rule **will** apply beginning December 2). Any annual leave requested on a 3971 for a future date will be properly submitted to the supervisor in duplicate and WILL be approved or disapproved by the supervisor within 48 hours, otherwise, will be deemed approved (Applies to AL only). The 48 hours will not include non-scheduled or leave days. Other than choice vacation period, a minimum of 15 percent of employees in each section will be approved for annual leave in advance for the same period on a first-come, first -served basis **(excluding requests for December 1-20, which will be approved / disapproved based on business conditions and / or available manpower)**. However, any week in which the first of the month falls, the percentage shall be 15% in January, and 5% in February, March, October, November. Any partial amount will be dropped. **However, a minimum of one employee will be approved for annual leave (except for December 1-20, which will be approved / disapproved based on business conditions and/or available manpower).**

Leave requested in advance is that leave requested no later than (4) hours prior to the end of an employee's normal tour on schedule posting day. Schedule posting day will be Wednesday preceding the work week, except weeks preceding a Holiday when the posting day is Tuesday. **Leave requests submitted after the cut-off will be approved / disapproved based on business conditions and/or available manpower.**

Written notice must be given to and approved by the supervisor prior to the day of leave to

cancel approved annual leave.

Clerk Craft continued September 29, 2011

PSE's may submit incidental leave requests (via PS 3971) after December 1, and will be approved on a first-come first-served basis.

ITEM 13
CLERK

THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY.

The Monday through Friday of the week prior to the holiday schedule posting day, a list will be posted requesting volunteers for the Holiday, day designated as a Holiday, and/or non-scheduled day (if designated Holiday for others in the same occupational group). The Holiday schedule shall be posted as of the Tuesday preceding the service week in which the holiday falls.

No list shall cover more than one Holiday period.

Employees on leave or absent will be responsible for notifying their supervisor of their desire to volunteer or not. The OTDL is not to be utilized for these categories.

Management shall determine the number and category of employees needed for holiday work **(by section as defined in Item #4)** and for days designated as individual employee's Holidays, and shall schedule employees by the following priorities:

1. Full-time regular employees in order of seniority who have volunteered to work on the Holiday or their designated Holiday.
2. PSE's, even if overtime is necessary.
3. All other full-time regular volunteers in order of seniority, who volunteer to work on what would otherwise be their non-scheduled day.
4. Full-time regulars who have not volunteered and who would be working on what would otherwise be their non-scheduled day. (In inverse seniority.)
5. All other full-time regulars who have not volunteered in order of inverse seniority.

ITEM 14
CLERK

WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOURS.

OVERTIME ASSIGNMENTS-GSMAPWU- Management will maintain a chart, to be kept current, of all overtime work offered to employees in all sections.

OVERTIME NOTICE-Normally, it will be the policy of the Knoxville Post Office to provide at least one hour notice to employees on duty when overtime is required.

OVERTIME DESIRED LIST-The overtime desired list will indicate employee's desires

Clerk Craft continued September 29, 2011

with respect to the following types of overtime and will be by section. Selection will be on a seniority rotation based on necessary skills, treating A, B, and C separately:

- A. Advance reporting
 - B. Expanded beyond end of tour
 - C. Reporting on non-scheduled days
- (a) Unassigned full-time employees scheduled at the reporting time of any section shall have the option to be included on the overtime desired list of that section. Full-time employees, reporting at the time and with a section, even though responsible to other section supervision, shall be included on the overtime desired list of the former section.
- (B) Any employee changing tour or section during any quarter will be given the option of being placed on the overtime desired list in accordance with his seniority. Any addition or deletion for other reasons to the overtime desired list will be consultative between the union steward representing that section and management.

The following are sections for the purpose of identification of assignments comprising a section for overtime purposes.

MAIL CLASSIFICATION & SERVICES
CONSUMER SERVICES
SSPC TECHNICIAN
ACCOUNTING CLERKS
DATA COLLECTION TECHNICIANS
COMPUTERIZED FORWARDING (CFS)
TACS
TOUR 1, AUTOMATION
TOUR 1, AFSM100
TOUR 1, P&D MANUAL (Including ODIS clerks)
TOUR 2, P&D MANUAL (Including ODIS clerks)
TOUR 3A, P&D MANUAL (11:30 – 13:30 REPORTING TIMES)
TOUR 3, P&D MANUAL (14:30 – 16:00 REPORTING TIMES)
TOUR 3X, P&D MANUAL (17:00 – 19:00 REPORTING TIMES)
TOUR 2, AFSM100
TOUR 2, AUTOMATION
TOUR 3, AUTOMATION
TOUR 3, AFSM100
TOUR 1, SPBS
TOUR 2, SPBS
TOUR 3, SPBS
INDIVIDUAL CLASSIFIED STATIONS & BRANCHES
GMF WINDOW SERVICES

WINDOW RELIEF & POOL OPERATIONS
VEHICLE MAINTENANCE (VMF)

ITEM 15
CLERK

THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT.

No text

ITEM 16
CLERK

THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED.

Installation heads shall show the greatest consideration for full-time regular **or 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.

ITEM 17
CLERK

THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.

Installation heads shall show the greatest consideration for full-time regular **or 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.

ITEM 18
CLERK

THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.

MAIL CLASSIFICATION & SERVICES
CONSUMER SERVICES
SSPC TECHNICIAN
ACCOUNTING CLERKS
DATA COLLECTION TECHNICIANS
COMPUTERIZED FORWARDING (CFS)
TACS
TOUR 1, P&D MANUAL (Including ODIS clerks)
TOUR 2, P&D MANUAL (Including ODIS clerks)
TOUR 3, P&D MANUAL (Including ODIS clerks)
TOUR 3X, P&D MANUAL (Including ODIS clerks)
TOUR 3, COLLECTORS
TOUR 1, AFSM100
TOUR 2, AFSM100
TOUR 3, AFSM100
TOUR 1, SPBS
TOUR 2, SPBS
TOUR 3, SPBS
TOUR 1, AUTOMATION
TOUR 2, AUTOMATION
TOUR 3, AUTOMATION
INDIVIDUAL CLASSIFIED STATIONS & BRANCHES
GMF WINDOW SERVICES
WINDOW RELIEF & POOL OPERATIONS
VEHICLE MAINTENANCE (VMF)

To clarify tour hours, the following will apply:

Tour One = 2000-0359
Tour Two = 0400-1159
Tour Three = 1200-1959

ITEM 19
CLERK

THE ASSIGNMENT OF EMPLOYEE PARKING SPACES

All parking spaces in excess of USPS needs will be afforded to employees on a first-come, first-serve basis. Management will determine what parking spaces are excess to its needs.

ITEM 20
CLERK

THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN.

NO TEXT

ITEM 21
CLERK

THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT.

A. Section 1. All vacancies will be posted for ten calendar days.

Section 2. A notice of all personnel actions will be furnished the President of GSMAPWU and Craft Director of the affected craft. It is agreed that a representative of GSMAPWU may consult with the personnel office regarding the content of the announcements prior to the posting of the vacancies.

Section 3. Before a job is posted, if there is any change in said job, such as days off, scheme assignments, or job duties, the President of GSMAPWU or Craft Director will be consulted. If no consultation takes place, the job will be removed from the board and not reposted until such consultation is completed.

Section 4. The President of the GSMAPWU or Craft Director of the affected craft will be consulted as to whether change of duties, any change in reporting time, principle assignment area, or scheme knowledge requirements necessitate reposting of the assignment.

Section 5. The successful bidder, when qualified, will be placed in the new assignment as promptly as possible, but no later than fourteen (14) days, excluding assignments involving level changes, and except in the month of December. For residual vacancies and / or when the senior bidder withdraws or relinquishes a deferment period, the next appropriate employee to fill the duty assignment will be identified and posted prior to the next posting cycle if at all possible.

Section 6. (Clerk)

When any assignment or starting time is changed in excess of one hour, the assignment will be reposted.

B. SCHEMES - CLERK CRAFT

Section 1. Management will make every effort to avoid changes in secondary distribution schemes during the period of November 15 through December 26. When such changes are necessary, management shall inform the President of GSMAPWU and/or his designee.

Section 2. All secondary city scheme changes will be effective after the last station dispatch on Saturday morning.

ITEM 22
CLERK

LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING.

1. When an employee's reporting time is changed by one hour or less, that employee will remain in the same section that he/she is presently in. If new positions are added that have a starting time more than one hour different from one of the sections listed above, these positions will be in newly established sections and will automatically be included in this article.
2. When it is necessary to detail full-time employees to another section, to a position filled on the basis of senior qualified, unless preferred by senior qualified employees, the junior qualified employees who are available will be detailed as the needs of the Service requires. A detail is clarified to be 5 or more days.
3. Normally, the successful bidder shall work the duty assignment as posted and shall not be displaced by another employee not holding a bid assignment in that section.

MISCELLANEOUS

Section 1. Regular labor/management meetings shall be conducted between the GSMAPWU and the INSTALLATION HEAD OR THEIR DESIGNEE, on the third Tuesday of every month in a mutually agreed upon meeting room. Items to be discussed will be exchanged by Installation Head and GSMAPWU at least 72 hours in advance of said meeting. Time and place of the meeting may be changed by mutual agreement of both parties. Additional agenda items which are not on the submitted agenda may be brought up for resolution by either GSMAPWU or management; however, new items cannot be expected to be resolved at that time. Sufficient information shall be furnished on agenda items to give an opportunity for the other side to familiarize itself with the subject matter, so that it may be fully developed when it is reached on the agenda. Disposition of agenda items shall be in writing no later than seven days after said meeting, six copies of which shall be furnished to the President, Secretary, and each Craft Director.

Section 2. Any committee set up by the INSTALLATION HEAD that affects the GSMAPWU concerning the employee relations and working conditions except those committees which are specifically covered by the National Agreement,

Executive Order, Postal Manual Directive, or Departmental Instructions shall be composed of a member of the affected craft(s), GSMAPWU. Committee meetings will be called by the Chairman or other designated official.

Committee members shall be notified at least five days prior to the meeting. Attendance at a committee meeting will be a no-gain, no-loss basis, unless otherwise specified in the National Agreement. Committee members shall be instructed as to the requirements and functions of the committee when requested by a majority of its members, will be convened by the Chairman at a mutually-agreed time.

Section 3. The union shall be notified prior to assignment of employees by management under Article 7, Section 2 (a) (c), and the hiring of casual employees under Article 7, Section 1(b), of the National Agreement. The President of the GSMAPWU, or his designee, will be consulted regarding assignment of newly appointed employees to tours.

Note: All items of the clerk craft apply, as applicable, to all crafts unless otherwise specified in that craft's agreement.

Any employee having approved annual leave of one full day (8 hours or more) adjacent to his or her off days and / or holiday, will not be considered available to work for those off days and / or holiday unless the employee notifies the immediate supervisor in writing PRIOR to the schedule posting that he or she wants to be considered for work for the off days and / or holiday. However, approved annual leave

adjacent to a holiday can not be canceled AFTER the holiday schedule has been posted.

TECHNOLOGICAL & MECHANIZATION CHANGES -GSMAPWU

Management will inform the President of GSMAPWU upon receipt of information that the Knoxville Post Office is to receive technological changes and/or mechanical equipment. Information on planning with regard to technological changes will be provided as far in advance as possible.

Management shall provide the president of GSMAPWU with information when received regarding any changes that affect jobs, including new or changed jobs or working conditions.

OFFICIAL NOTICES - GSMAPWU

The existing practice of distribution of regional and postal bulletins will be continued. Bulletins and Official notices issued concerning GSMAPWU will be furnished the President of GSMAPWU, and the Director of the affected craft upon request.

DISTRIBUTION - GSMAPWU

Copies of these Memoranda of Understanding will be posted on all appropriate bulletin boards throughout the Knoxville Post Office. Copies will be given to other parties designated by management and the designated agents of GSMAPWU, signatory thereto.

UNION MEETINGS - GSMAPWU

It is agreed that management will cooperate in excusing employees from duty to attend union meetings. It is the responsibility of the employee to make his/her request to their supervisor in advance of such meetings. It is further agreed that union officers, stewards, and delegates shall have priority for such scheduled absences.

KNOXVILLE MAINTENANCE September 29, 2011

ITEM 1
MAINTENANCE

ADDITIONAL OR LONGER WASH-UP PERIODS.

Reasonable wash-up time will be granted to those employees who perform dirty work or work with toxic chemicals.

ITEM 2
MAINTENANCE

THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF.

Maintenance workweek shall be five days with fixed, consecutive days off.

This shall not preclude management from establishing relief positions as necessary. (As per Article 38 of the National Agreement.

ITEM 3
MAINTENANCE

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.

Maintenance employees shall be covered under the General Articles as covered in the Local Agreement for the Knoxville, Tennessee Post Office.

ITEM 4
MAINTENANCE

FORMULATION OF LOCAL LEAVE PROGRAM.

Choice vacation bidding shall begin on the 1st Monday following the New Years holiday and be completed by the 2nd Friday in February. There shall be two rounds of vacation bidding with each employee being afforded an opportunity to receive one selection in each round.

(Employees selecting and receiving three consecutive weeks in the first round shall not receive a selection in the second round.) Bidding shall be by Section (Item 9, Section 1 & 2) on a seniority basis only.

Within the dates listed above, each employee will be notified of the commencement of their choice vacation bidding period. Employees will have 48 hours (or the next scheduled work day, whichever is later), from the time of this notification, to submit their choice vacation bids. Choice vacation selections shall be approved/disapproved within 48 hours. All leave shall be posted at the time of approval.

Maintenance continued September 29, 2011

Failure by an employee to submit vacation bids within 48 hours of notification of his/her choice vacation bidding period shall result in the forfeiture of any selection in that round.

Written notice to cancel leave which was approved during the choice vacation bidding period must be given to and approved by the supervisor at least one week prior to the posting of the schedule that contains the leave and must be canceled in whole week blocks.

If an employee cancels his/her choice vacation time, disapproved requests for the same period submitted during the choice vacation planning period will be approved in order of seniority, first choice first then second choices in order of seniority. An application for the entire period will take precedence over an application for singular days.

Applications which violate the principles of Item 9 will not be considered.

An employee transferring from one bid section to another bid section will bring previously approved choice vacation period leave with him/her. However, if schedule leave conflicts with his/her National Training Schedule, every effort will be extended to grant this leave by rescheduling the training. If these efforts fail, training will have precedence over annual leave.

ITEM 5
MAINTENANCE

THE DURATION OF THE CHOICE VACATION PERIOD(S).

The choice vacation period for Maintenance shall be from March 1 to September 30.

ITEM 6
MAINTENANCE

THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD.

An employee shall begin his/her vacation period on the first scheduled work day following his/her off days in the service week. An exception could be granted by an agreement among the employee, their union representative, and management.

After the vacation planning period has been completed, consideration will be given to extending an employee's scheduled vacation in order to maximize the number of days available in his/her scheduled vacation. The total time for vacation will not exceed those limits outlined in Article 10 of the National Agreement.

ITEM 7
MAINTENANCE

WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS.

An employee may request two selections during the choice vacation period in units of 5 or 10 days, the total not to exceed the maximum outlined in the National Agreement.

No second round request will be granted until consideration has been given to each employee's first round request.

ITEM 8
MAINTENANCE

WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.

- (a) Applications of officers, delegates, and Convention Chairmen to the Craft State and National Convention will have priority regardless of their seniority status and will not count toward their allowance for choice period. In the event an alternate is used, he will have the same priority.
- (b) GSMAPWU agrees to furnish the Manager Maintenance a list of delegates to the convention before final submission date of the choice vacation planning.
- (c) Union officials attending local union meetings and conventions shall have the option of annual leave or leave without pay.
An employee who is called for jury duty or active military duty during the employee's scheduled choice vacation period shall be eligible for another period provided this does not deprive any other employee of their scheduled vacation.

Such re-scheduling shall be within the limitations of Item # 9.

ITEM 9
MAINTENANCE

DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.

Section 1. For the purpose of choice vacation scheduling, during the choice vacation bidding period, the following separations are to be considered as Sections:

- A. ELECTRONIC TECHNICIAN - (ET).
- B. MAINTENANCE MECHANIC MAIL PROCESSING EQUIPMENT - (MPE).
- C. BUILDING EQUIPMENT MECHANIC - (BEM).
- D. AREA MAINTENANCE TECHNICIAN - (AMT).
- E. MAINTENANCE MECHANIC - (MM-5).
- F. MAINTENANCE SUPPORT CLERK - (MSC-5/6)
- G. LABORER / CUSTODIAN AND CUSTODIAN (INCLUDES CITY STATIONS)

Section 2. The minimum number of employees to receive scheduled leave each week during the choice vacation bidding period is as follows:

- (a) ONE (1) ELECTRONIC TECHNICIAN FOR TOUR ONE AND ONE FOR TOUR THREE AND TWO FOR TOUR TWO (Three total for all tours)
- (b) ONE (1) MPE PER TOUR (Three total for all tours)
- (c) ONE (1) BEM FOR ALL 3 TOURS TOTAL.
- (d) ONE (1) AMT FOR ALL 3 TOURS TOTAL.
- (e) ONE (1) MM-5 PER TOUR TOTAL.
- (f) ONE (1) MAINTENANCE SUPPORT CLERK FOR ALL 3 TOURS TOTAL.
- (g) LABORER / CUSTODIANS AND/OR CUSTODIANS = THREE (3) TOUR TWO, ONE ON TOUR ONE, AND ONE ON TOUR THREE, for a TOTAL of 5.
- (h) The maximum number to be allowed off can be exceeded if operational conditions allow.

ITEM 10
MAINTENANCE

THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE.

Employee notice of the approved choice vacation period will be by:

- 1. Posted chart of approved requests;
- 2. Return of approved PS Form 3971.

ITEM 11
MAINTENANCE

DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

A notice will be posted by management in Maintenance Control Office by November 1, stating the date of the start of the new Leave Year, also copies will be sent to all Maintenance employees not assigned to the GMF.

ITEM 12
MAINTENANCE

THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.

Except for the November submission dates below, the granting of annual leave which was not requested during the choice vacation bidding period will be considered on a first-come, first-served basis and approved or disapproved with 48 hours. The 48 hours will not include the supervisor's non-scheduled days. Leave requests will be submitted in triplicate with a copy signed and dated by the supervisor and returned to the employee.

Approval or disapproval of such incidental leave requests shall be consistent with the needs of the Service and based on the criteria listed in Item 12a.

For the period beginning the 1st Monday in November through the 2nd following Friday, employees may submit leave requests for January, February, October, November, and December, to include the week of Christmas through the New Years scheduled holiday, of the upcoming year. Leave requests submitted during this period will be approved or disapproved by the Tuesday following the end of bidding. All requests submitted during this period, will be considered submitted at the same time and will be approved / disapproved in order of seniority and the 48 hour rule will not apply.

Starting the Monday following the close of bidding, requests will be accepted for January, February, October, November, and December, to include the week of Christmas through the New Years scheduled holiday, on a first come, first served basis and the 48 hour approval rule will apply.

If leave request is disapproved, supervisor will return a copy and if at a later date leave can be approved, the supervisor will approve that leave on a first-come, first-served basis.

Disapproved leave requests shall be annotated to show specific reason why leave was disapproved.

Maintenance continued September 29, 2011

Written notice must be given to and approved by the supervisor prior to the day of leave to cancel approved annual leave.

12a. Determination of the minimum number of employees, by section, who shall be granted leave and or training for submission periods other than the choice vacation bidding period (i.e. incidental leave).

For the purposes of incidental leave, all categories of leave and scheduled postal training shall count towards these minimums.

Requests for incidental leave must be submitted and approved prior to the posting of the schedule covering the requested leave dates for these minimum requirements to apply.

The planning of and the scheduling for postal training will be at management's sole discretion. Nothing in this language shall be interpreted as requiring any minimum number of training opportunities.

For the purpose of incidental leave, the following separations are to be considered sections:

- A. Electronic Technician (ET)
- B. Maintenance Mechanics, Mail Processing Equipment (MPE)
- C. Building Equipment Mechanic (BEM)
- D. Area Maintenance Technician (AMT)
- E. Maintenance Mechanic (MM)
- F. Laborer Custodian and Custodian (GMF ONLY)
- G. Maintenance Support Clerk (All Levels)

The minimum number of employees to receive leave and or training by section during other than the choice vacation bidding period shall be as follows:

- A. ET One for Tour 1; Two for Tour 2; One for Tour 3 (Three total for all tours)
- B. MPE One for Tour 1; One for Tour 2; One for Tour 3 (Two total for all tours)
- C. BEM One Total for all tours
- D. AMT One Total for all tours
- E. MM Two Total for all tours
- F. Laborer Custodian / Custodian Two Total for all tours
- G. Clerks One Total for all tours

ITEM 13
MAINTENANCE

THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY.

At least seven (7) days prior to the Tuesday Holiday Schedule posting day, a list will be posted requesting volunteers for the Holiday, day designated as a Holiday, and non-scheduled day (if designated Holiday for others in the same occupational group). No list shall cover more than one Holiday period.

Management shall determine the number and category of employees needed for Holiday work and for days designated as individual employee's Holidays, and shall schedule employees by the following priorities:

1. **Full-time regular** employees in order of seniority WHO HAVE VOLUNTEERED to work on the Holiday or their designated Holiday.
1. **PSE's**, even if overtime is necessary.
3. All other **full-time regular** volunteers in order of seniority, WHO VOLUNTEER to work on what would otherwise be their non-scheduled day.
4. **Full-time regulars** who have not volunteered and who would be working on what would otherwise be their non-scheduled day by tour. (In inverse seniority.)
5. All other **full-time regulars** who have not volunteered in order of inverse seniority.

ITEM 14
MAINTENANCE

WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR.

Management has sole responsibility for determining the need for and type of overtime.

OVERTIME DESIRED LIST- The overtime desired list(s) will indicate employee's desires with respect to the following types of overtime and will be by section. Selection will be on a seniority rotation based on necessary skills, treating A, B, and C separately as follows:

- A. ADVANCED REPORTING - (Rotated by tour)
- B. EXTENDED BEYOND TOUR - (Rotated by tour)
- C. NON-SCHEDULED DAYS - (Rotated by one list)

Maintenance continued September 29, 2011

For overtime purposes, the following are considered sections:

1. ELECTRONIC TECHNICIANS (ET).
2. MAINTENANCE MECHANICS MAIL PROCESSING EQUIPMENT (MPE).
3. BUILDING EQUIPMENT MECHANICS (BEM).
4. AREA MAINTENANCE TECHNICIANS (AMT).
5. MAINTENANCE MECHANICS (MM-5).
6. MAINTENANCE SUPPORT CLERKS. (MSC 5/6)
7. LABORER / CUSTODIANS AND CUSTODIANS. (P&D)

The overtime desired list shall be posted and regularly updated.

Employees will not be called or scheduled in on non-scheduled days unless workload requirements cannot be satisfied by utilizing scheduled volunteers either prior to or after normal workhours, pursuant to Article 8 of the CBA.

Employees may exercise one change to each overtime desired list after the quarter begins. (Remove name anytime) No twice on.

Inability of an employee to work an overtime opportunity or inability to contact an employee shall be counted as an overtime opportunity and shall be red circled on the overtime opportunities offered list. Management will not call an employee on unscheduled leave (except for Emergency Annual Leave) for overtime work on the following day.

The Craft Director will receive a copy of the overtime desired list at the start of each quarter.

ITEM 15
MAINTENANCE

THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT.

There will be no light-duty assignments reserved for temporary or permanent light-duty assignments.

ITEM 16
MAINTENANCE

THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED.

There will be no reserving of light-duty assignments.

As much as possible, the first consideration for light-duty assignments shall be that of the employee's normal assignment or duties available in their Section, omitting those duties which may create a hazard to the employee, if such duties can be omitted without seriously affecting the work of his Section.

Maintenance continued September 29, 2011

As much as possible, the next consideration shall be to duties available in the maintenance section.

ITEM 17
MAINTENANCE

THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.

There are no light-duty assignments reserved in the Maintenance Section.

ITEM 18
MAINTENANCE

THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.

For the purpose of reassignments of employees excess to the needs of the Section, the following are defined as Sections:

1. ELECTRONIC TECHNICIANS (ET).
2. MAINTENANCE MECHANICS MAIL PROCESSING EQUIPMENT (MPE).
3. BUILDING EQUIPMENT MECHANICS (BEM).
4. AREA MAINTENANCE TECHNICIANS (AMT).
5. MAINTENANCE MECHANICS (MM-5).
6. MAINTENANCE SUPPORT CLERKS. (MSC - 6)
7. MAINTENANCE SUPPORT CLERKS. (MSC - 5)
8. LABORER / CUSTODIANS AND CUSTODIANS.

ITEM 19
MAINTENANCE

THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

As much as possible, parking spaces for vehicles used in the Maintenance Craft will be kept open.

ITEM 20
MAINTENANCE

THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN.

Reasonable effort will be made in order to accommodate the elected representatives to attend union activities.

Maintenance continued September 29, 2011

Unless previously selected, the leave would not be counted against the choice vacation plan.

See Item 8.b.

ITEM 21
MAINTENANCE

THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT.

NO TEXT

ITEM 22
MAINTENANCE

LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING.

- (a) Each previously established or new basic workweek assignment will be given a job number to be used for the purpose of identification and bid procedures.
- (b) Management will discuss with the President and Maintenance Craft Director, GSMAPWU, any changes in basic workweek assignments deemed necessary prior to implementation, and will also notify same in writing any job number no longer in use due to abolishment of the position.
- (c) A change in reporting time in a job assignment in excess of (1) HOUR shall result in reposting.

MISCELLANEOUS

Any employee having approved **annual** leave of one full day (8 hours or more) adjacent to his or her off days and / or holiday, will not be considered available to work for those off days and / or holiday unless the employee notifies the immediate supervisor in writing PRIOR to the schedule posting that he or she wants to be considered for work for the off days and / or holiday. However, approved annual leave adjacent to a holiday can not be canceled AFTER the holiday schedule has been posted.

**LOCAL
MEMORANDUM
OF
UNDERSTANDING**

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on September 29, 2011, at Knoxville, Tennessee between the representatives of the United States Postal Service, and the designated agent of the Greater Smokey Mountains American Postal Workers Union, Local 263, pursuant to the Local Implementation Provisions of the 2000 National Agreement Extension. Any addendums, changes, or supplements not cited herein are null and void.

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MANAGER PROCESSING & DISTRIBUTION
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