

LOCAL MEMORANDUM OF UNDERSTANDING AND RECOGNITION

This MEMORANDUM OF UNDERSTANDING, entered into on September 20, 2019, at Van Nuys, California, between the representatives of the U. S. Postal Service and the designated agent of the Union signatory to the National Agreement, Branch 2462 N.A.L.C. pursuant to the Local Implementation Provision of the 2019-2023 National Agreement. The Memorandum of Understanding constitutes the entire agreement on matters relating to local conditions of employment.

ARTICLE 1 - RECOGNITION

Sec. 1. The agreements reached herein through negotiations between Management and Branch # 2462 are entered into to implement the nationally -- negotiated Agreement of September 20, 2019, and constitute a Memorandum of Understanding between Van Nuys, California, Post Office (herein called Management or Employer) and the following labor organization (herein called Union or Branch 2462) on local personnel policies and practices and local terms and conditions of employment.

National Association of Letter Carriers, AFL-CIO, Branch 2462.

Sec. 2. This Memorandum of Understanding covers all employees of the Van Nuys, California, Post Office in installations and facilities for which the National Association of Letter Carriers, AFL-CIO is being recognized as the national exclusive bargaining representative at the national level with respect to wages, hours of employment and other terms and conditions of employment, unless otherwise superseded by terms of the National Agreement of September 20, 2019.

Sec. 3. The following employees in the unit represented herein are not covered by this Memorandum of Understanding:

Those management personnel and employees specified in Article 1, Section 2, of the National Agreement of September 20, 2019.

ARTICLE 3 - MANAGEMENT'S RIGHTS

Sec. 1. The word "emergency" shall be defined in this Memorandum of Understanding as an unforeseen circumstance or a combination of circumstances which calls for immediate action in a situation which is not expected to be of a recurring nature. This determination must be made by the Manager in charge of the station at the time or a higher authority.

Sec. 2. Decisions to curtail service in the community or in any specific area will be made by the Postmaster or his/her designee, after appropriate consultation with Regional authorities in which the safety and health of the employee shall be the prime consideration for making the decision. When local police, military, or other authorities recognized by the U.S.P.S. restrict certain section of the community or cordon off certain streets or buildings, it is the policy of the Postal Service to respect fully such restriction. No attempt will be made to provide collection, delivery, and other services under such extreme condition. Moreover, when this situation prevails, stations within the area shall be closed, if so ordered by those authorities.

Management will take prompt action to alleviate such danger to Postal Employees. At such times when a carrier is outside the office and management communications to him/her regarding the emergency which may affect his/her well-being cannot be given to him/her in a timely manner, management shall communicate with the carrier as soon as possible.

- Sec. 3. It is recognized by both parties that on occasion, emergency conditions (such as but not limited to earthquake, fire, or natural disaster) may exist which would encourage the employer to consider the curtailment of operations. Upon taking action to curtail operations, the employer will notify the union president of its decision and plan on implementation within 2 – 4 hours. If the president cannot be contacted the postal service will notify the next in command. The union shall provide a "Chain of Command" to the installation head.

ARTICLE 7 - EMPLOYEE CLASSIFICATIONS

- Sec. 1. A continual review will be made for the purpose of maximizing full-time positions and when additional full-time positions are to be made this will be discussed at Labor-Management Meetings.
- Sec. 2. Management and the Union shall jointly study any effort of combining within craft groups established full-time or part-time scheduled assignments within different crafts or occupational groups.
- Sec. 3. Appropriate shop stewards or Union officials shall be notified prior to or within twenty-four (24) hours when possible, after the assignment of employee(s) to other craft duties, or the assignment of other craft employee(s) to duties in the letter carrier craft, under provisions of Article 7, 2B and C of the National Agreement.
- Sec. 4. The Union will be notified promptly when City Carrier Assistant (CCA's) positions are authorized.
- Sec. 5. In the event of insufficient work as outlined in Article 7, Sec. 2B of the National Agreement, consideration will be given to assigning the employee within his/her own station prior to assigning him/her to another station.

ARTICLE 8 - HOURS OF WORK

- Sec. 1. The daily T.A.C.S. reports will be available to the Union Shop Steward upon request. The reports may be placed on a C.D. to be provided by the Union. Scheduling of overtime assignment on an equitable basis shall be determined on a quarterly basis by unit. Work location shall be defined as each carrier station in which the person is permanently assigned. Any individual carrier may review his/her own time record.
- Sec. 2. Mutual trades of scheduled non-work days between full-time, regular carriers and temporary trades of scheduled non-work days of full-time flex carriers on a weekly basis shall be granted if mutually agreed upon by all carriers concerned, the supervisor, and the Union steward. All such requests are required to be submitted via PS Form 3189.
- Sec. 3. The basic work week for all full-time employees shall be posted by Wednesday of the previous week.

- Sec. 4. Carrier Technician assignments are considered permanent assignments. In the event a regularly assigned carrier is requested to work on his/her non-scheduled work day at his/her unit, he/she shall be assigned to work his/her own route, provided the T-6 carrier is not required to work outside his/her assigned string, without his/her permission. A T-6 called in on his/her non-work day will perform work on other routes if no work is available on his/her string. It is expected that except for the above, Carrier Technicians shall carry routes assigned each day. Carrier Technicians may be assigned to any route within their assigned string regardless of whether the regular carrier on the route that the T-6 is assigned to work that day is scheduled in for O.T., providing the T-6 agrees to the move.
- Sec. 5. No letter carrier or employee performing carrier duties will be permitted to perform any official duties unless he/she is on official time.
- Sec. 6. Additional wash-up time.
- A. Article 8, Section 9, provides reasonable wash-up time for a letter carrier who performs dirty work.
- B. It is agreed that any letter carrier should be granted such time as is reasonable and necessary for washing up after performing dirty work or incident to personal needs.

ARTICLE 10 - LEAVE

A. LEAVE PERIOD

- Sec. 1. The choice period shall be all weeks in the leave year.
- Sec. 2. The exact date for the beginning of the leave year for **2022 shall be January 8, 2022.**
The exact dates for 2023 shall be contained on the annual leave chart.
- Sec. 3. The number of annual leave slots will comprise of 11.25 Percent of the career carriers on the rolls as of November 10, of each preceding leave year. Any fraction will be adjusted/rounded to the next higher number (example 40.50 is rounded down, 40.51 is rounded up).
- Sec 4. The number of annual leave slots (weeks) at each unit shall be determined by the Union.
- Sec. 5. The Union President, or designee, shall notify the Installation head prior to November 10th, preceding the leave year, of the distribution of slots (weeks) for each unit. The slots shall be divided on a proportional basis between the carrier stations.
- Sec. 6. Management and the Union agree that vacation periods will start on Monday. Except, as provided in Article 10, Section 3 E. of the National Agreement.
- Sec. 7. A leave chart shall be posted in all units readily available for review by the carriers and shall be kept up to date jointly by Management and the Union Steward.

B. LEAVE SECTIONS

- Sec. 1. The leave section shall be each carrier station.

C. SELECTING VACATION PERIODS

- Sec. 1. Annual leave shall be offered and awarded according to office-wide seniority within the leave section.
- Sec. 2. The initial bidding for annual leave shall begin on the first working day after November 14th of each calendar year and end upon the final date of submission as stated by the installation head or his/her designee.
- Sec. 3. The Employer shall give carriers at least forty-eight (48) hours advance notice of when it is their turn to bid for their vacation during the initial bidding, including carriers on leave, when possible.
- Sec. 4. Employees on their non-work day or on leave may make their selections by telephone to the station manager or his/her designee when it is their turn to bid. When this occurs, it shall be required that on the first day on which the employee returns to duty, she/he shall give written confirmation to her/his supervisor of her/his selection on PS Form 3971 in duplicate and will submit this form(s) for the approved leave.
- Sec. 5. During initial bidding, Management/Union, or their designee, shall call carriers in seniority order, beginning with number one senior carrier to view the vacation chart which shall show all periods not bid upon. After review, the carriers will fill out leave request PS Form 3971 in duplicate and his/her name shall be entered on the chart.
- Sec. 6. It is agreed that in order to have the maximum number of carriers off during the months of June, July and August, no carrier shall be granted more than three (3) weeks of leave during those months during the initial bidding.
- Sec. 7. A. A carrier in the regular work force who is called for jury duty or military training during his/her vacation period is eligible for another available period.
- B. A carrier who attends a National or State convention will not have this leave charged against the employee's own during the initial bidding period and is eligible for another available period.
- Sec. 8. During the initial bidding, Letter Carriers, at their option, may request one (1) or two (2) selections during the choice period in units of either five (5) or ten (10) or fifteen (15) days; total not to exceed ten (10) or fifteen (15) days on the first choice, in accordance with leave earned annually. Annual leave can be chosen in any consecutive or two non-consecutive periods. Remaining leave may be granted at other times during the year subject to availability. City Carrier Assistants (CCA's) will have their own vacation slots outside the regular carrier annual leave board. After the initial bidding by the regular carriers in round 1, the CCA's may make their selections in their slots outside the board according to their seniority. If the regular carrier annual leave board for a week is full then the CCA's slot for that week will be unavailable for bidding by the CCA and that week will be blocked on the CCA slot. When a CCA selects a week in their slots then that week on the regular board would have a week blocked. CCA carriers may only bid on weeks that they have earned enough hours by the time they would be taking their annual leave selections. Once the initial bidding of round one has been completed the CCA outside slots will close. At the end of all rounds of annual leave bidding, the CCA carriers may bid on open days/weeks according to the spot annual provisions.

- Sec. 9 After the initial bidding for choice vacation, the remaining vacation slots shall be available as non-choice vacation on a seniority basis for one (1) round. After this second round of non-choice vacation bidding, the remaining allotted slots remain for incidental leave.
- Sec. 10. After the initial bidding, carriers shall be granted all requests for annual during the Leave year, providing the number on Annual leave does not exceed the agreed upon quota, as set in Article 10 A, Sec. 3. The request must be submitted no later than the day prior to the schedule being posted for the following week. This will be on a first come-first serve basis. If more than one request is received on the same day, seniority shall prevail. PS Form 3971 must be fully completed, in duplicate, showing date requested and supervisor's notification.
- Sec. 11. Mutual exchanges of leave among carriers must be in writing and shall be granted if mutually agreed upon by all carriers concerned, Station Manager or their designee and the union steward.
- Sec. 12. If a carrier passes his/her turn to bid during the initial bidding, that carrier may submit his/her bid at any time prior to close of initial bidding. Such bids shall be for available weeks.
- Sec. 13. To assure no employee will forfeit any part of his/her annual leave, Management will assign annual leave up to the allowable carry over.
- Sec. 14. Carriers on the overtime desired list who have annual leave immediately preceding and/or following non-scheduled days will not be required to work overtime on their days off. However, if they so desire, employees on the overtime desired list may advise their supervisor in writing of their availability to work a non-scheduled day(s) that is in conjunction with approved leave. Written notice of availability must be initialed and dated by management.
- Sec. 15. Management must refrain from calling an employee while on annual leave to request him/her to work.
- Sec. 16. When possible, as many requests for leave for religious holidays will be approved as long as service needs can be maintained. Requests will be considered in the order they are received. To guarantee time off for those holidays Carriers must select these periods, if available prior to the final submission date of the initial bidding.
- Sec. 17. The parties agree that the Branch 2462, NALC (Union) will maintain the annual leave boards with no financial responsibility to the Van Nuys Postal Service (USPS). Work on the boards will be done while in a "non work status" which may include, but will not be limited to, authorized breaks and authorized lunch periods. It is agreed that the USPS will allow "on the clock" work on the annual leave boards at the beginning of the leave year, to allow for the initial creation and setup of the boards. This would include first round, second round and the initial spot annual leave selections.

D. CONVENTION DELEGATES

- Sec. 1. It shall be the responsibility of Branch 2462 to keep the installation head informed as early as possible of the number of days and dates of vacation times that will be required by elected delegates to attend National Conventions. Annual leave or LWOP shall be granted to any delegate to attend National conventions.

Article 10, Section C-6 will not apply to convention delegates during convention weeks.

Sec. 2. Beginning in 2002, it is agreed that an additional ten (10) slots (weeks) shall be granted to the Union during the week of the N. A. L. C. National Convention. Five (5) additional slots will be granted for the California State Association of Letter Carriers Convention. The Union President shall notify the installation head as to the distribution of these slots (weeks).

E. EMERGENCY LEAVE

Sec. 1. All requests by letter carriers for emergency leave shall be given every possible consideration.

Sec. 2. A central telephone number shall be made available twenty-four (24) hours a day for the purpose of notifying the Employer.

F. RELINQUISHED LEAVE PERIODS

Sec. 1. Any Annual Leave cancelled must be done in writing on a PS Form 3971, 3 working days prior to the schedule being posted. The cancelled leave shall be given to the next person who has a signed PS Form 3971 on file waiting for such leave. All cancelled leave must be in eight (8) hour increments.

G. TRANSFERRING LEAVE

Sec. 1. Carriers transferring or bidding from one station to another may relinquish, at their option, the leave previously selected at the prior station.

H. INCIDENTAL LEAVE (SPOT ANNUAL)

Sec. 1. All requests for Incidental Leave shall be granted provided the following conditions are met:

1. Request must be submitted on P.S. Form 3971 no later than the day prior to the schedule being posted for the following week.
2. The number of carriers off does not exceed the quota as prescribed in Article 10 A, Sec. 3 of this Local Memorandum of Understanding.
3. Incidental Leave may be requested either by, weeks, or any one day (8 hr) increment.
4. Requests for Incidental Leave shall be given on a first come, first served basis.
5. Requests for Incidental Leave submitted on the same day shall be granted by seniority.

ARTICLE 11 - HOLIDAY

- Sec. 1. The methods of selecting employees to work on a holiday or day designated as a holiday is as follows:
- A. City Carrier Assistant, even if overtime is necessary.
 - B. Part time-flex employees, even if overtime is necessary.
 - C. Full-time regulars, who volunteer on their holiday or day designated as their holiday, selected in order of seniority.
 - D. Full-time regulars, who volunteer, on their non-scheduled day off, selected in order of seniority.
 - E. Full-time regulars who have not volunteered and who will be working on what would otherwise be their holiday, or day designated as their holiday, will be required to work by inverse order of seniority.
 - F. Full-time regulars who have not volunteered and who will be working on what would otherwise be their non-scheduled work day will be required to work by inverse order of seniority.

(See Letter of Intent regarding this section)

- Sec. 2. The holiday schedule shall be posted by 12:00 Midnight on the Tuesday preceding the service week in which the holiday falls.
- Sec. 3. Carriers that have a non-scheduled long weekend (Friday, Saturday & Sunday) shall not be required to work the designated holiday if annual leave has been approved for the day before or the day after the designated holiday week following the long weekend. However, such carriers may volunteer in the proper sequence of selection.

ARTICLE 12 - REASSIGNMENTS

- Sec. 1. Section shall be defined as each Carrier Station.

ARTICLE 13 - ASSIGNMENT OF ILL OR INJURED

- Sec. 1. All light duty assignments shall be requested in writing.
- Sec. 2. If a Carrier is denied light duty work opportunities the Shop Steward shall be notified by the end of the next business day. It is understood that the Union will be notified of the denial of a light duty assignment at the time of the initial denial of said assignment. This shall complete Management's responsibility to the Union.

- Sec. 3. Within the letter carrier craft, the following could be considered, but not limited to, examples of light-duty assignments:
- A. Labeling cases.
 - B. Rewriting and repairing carrier route books.
 - C. Fund drive solicitations.
 - D. Router casing.
 - E. Review carrier undeliverable mail.
 - F. Any available work within the installation which the carrier is qualified and is physically able to perform as determined by a licensed physician or chiropractor and approved by the installation head or his/her designee.

The number of light-duty assignments shall be determined by the above.

- Sec. 4. When more than one (1) employee, within that unit, requests temporary light duty, the available light-duty work will be evenly distributed within the medical limitations/restrictions.
- Sec. 5. It has been understood that light duty is not a make work situation. Employees should make advance arrangements to ensure consideration for light-duty assignments.
- Sec. 6. The installation head shall make a bona fide effort to identify light duty work. The installation head shall give the matter "the greatest consideration" and "careful attention". If management does not provide the requested light duty work, they shall explain in writing why light duty work is unavailable, provided Section 6 remains in the J-Cam.

ARTICLE 14 - SAFETY AND HEALTH

- Sec. 1. The Union and the Employer agree that a clean and orderly working environment is a vital necessity in the safe, prompt, and effective operation of a postal facility. The Employer and the Union further agree to encourage all employees to keep work rooms and personal areas, swing rooms, rest rooms, etc., clean and orderly.
- Sec. 2. A joint Labor-Management Safety and Health Committee, composed of equal representation of the Union and the Employer, shall be established, as provided for in Article 14 of the National Agreement. The President of Branch 2462 or his/her designee shall serve as a committee member. The Union and the Employer endorse and actively support the rules and regulations for promoting safety and health. Meetings of the Committee shall be held on official time bi-monthly. Special meetings of the Safety and Health Committee may be called in emergency situations.
- Sec. 3. A set of the established Safety Rules will be posted in each station and all employees will be required to comply with them. PS Forms 1767 (Report of Unsafe Conditions) will be provided in each carrier station, and letter carriers will be instructed as to their proper use. A set of the above rules will be issued to each carrier.
- Sec. 4. The selection of a Safety Captain at carrier stations, shall be made by mutual agreement between the management and the union. If no mutual agreement is reached, an election will be held at that station.

ARTICLE 17 - REPRESENTATION

- Sec. 1. The installation head shall meet with the appropriate representatives of the Union on a semi-annual basis in the even months. By mutual consent, additional meetings may be scheduled. Such meetings will be for the employees representing the letter carrier craft.
- Sec. 2. The Employer will compensate one (1) designated representative from each station, plus the Union President or his/her designee according to Section 5, Article 17 of the National Agreement.
- Sec. 3. Additional representatives shall be entitled to attend; they shall be granted annual leave, or LWOP, at their option. Except by mutual consent, the maximum number of Union representatives will be one from each station, the Union President and his/her designee.
- Sec. 4. The Union will be notified of such meetings three (3) weeks prior. Agenda items for discussion will be exchanged by both parties seventy-two (72) hours prior to scheduled meetings.
- Sec. 5. The meetings will be convened at 1:30 P.M.
- Sec. 6. Any items not placed on the agenda will be discussed after the completion of the agenda items by mutual consent.
- Sec. 7. Answers to agenda items shall be initialed by both parties prior to the end of these meetings. Each party shall receive one (1) copy.
- Sec. 8. Minutes of the meeting will be compiled from notes. Copies of these minutes shall be sent to a shop steward at each station and a copy to both the President and Secretary of the Union. This shall be done within seven (7) calendar days of such meeting.
- Sec. 9. City operations shall be a proper agenda item for these Labor/Management meetings.
- Sec. 10. Station supervisors involved in agenda items shall be required to attend such meetings if scheduled for work.
- Sec. 11. A copy of all Local Policies issued by the Employer which affect the employees and/or the letter carrier craft, shall be furnished the President of Branch 2462 and a copy posted in each station order book.
- Sec. 12. Information included in communications which change or install new procedures or have an effect on the carrier's employment will be the subject of announcements and/or stand-up sessions at each station, within two (2) days after the receipt of such information at the station. Such announcements may be limited to informing carriers that a bulletin or memorandum is posted on the bulletin board.
- Sec. 13. Request for leave of three (3) days or less by Branch 2462 Steward's and Officer's for union business shall be approved. This approval is limited to one (1) Steward, once per year, from each station. Notice will be provided by Union as far in advance of requested date, but no later than seven (7) days prior to the posting of the schedule.

(See Letter of Intent regarding this section)

ARTICLE 20 - PARKING

Sec. 1. In all carrier units with parking spaces in excess of parking for postal vehicles, employees required to use their cars, customers and supervisors shall be distributed as follows:

Carrier spaces will be assigned by seniority except on carrier's non-workday when those spaces will be available on a first-come first-served basis. A space will be assigned to the regular stewards assigned to that unit.

The Union steward will monitor the assignments and enforcement of the parking spaces.

Sec. 2. In case of any carrier Station being impacted by Air Quality Management Districts, it is agreed if changes in parking issues are necessary, there is a reopener clause concerning parking issues.

ARTICLE 22 - BULLETIN BOARDS

Sec. 1. One bulletin board, enclosed in glass, shall be provided by the Employer for each letter carrier station. A lock and two (2) keys shall be furnished for the use of the President of Branch 2462 and his/her designee.

ARTICLE 26 - UNIFORMS AND WORK CLOTHES

Sec. 1. The summer season for the wearing of uniforms will be defined as January 1, through December 31.

ARTICLE 34 - WORK AND/OR TIME STANDARDS

Sec. 1. Schedules of annual route reviews shall be furnished to the Union as far in advance as possible.

Sec. 2. Schedules for each station shall be posted five (5) calendar days in advance of any inspections, showing day and date it is proposed to inspect each route.

Sec. 3. A list of all route changes, by route number, shall be posted on the appropriate station bulletin boards one (1) week before the changes are to be made.

Sec. 4. When route changes are proposed, the employer will discuss the proposed changes with the carrier and if desired by the carrier, with his/her union representative.

Sec. 5. Management will promptly advise the carrier who properly submitted Carrier Auxiliary Control Form 3996, after review of the circumstances at the time, of the type of assistance to be used, or of the curtailment of mail, as much in advance of scheduled leave time as possible.

ARTICLE 41 - LETTER CARRIER CRAFT

Sec 1. POSTING

- A. All vacant full-time assignments shall be posted on Wednesday of the week for eight (8) calendar days.

The award of the senior bidder meeting the qualification standards shall be posted within seven (7) calendar days (following Wednesday), or the Wednesday following his completion of qualification tests.

The successful bidder, unless on leave, shall be placed on his/her new assignments ten (10) working days after the award has been posted, except in the month of December.

The vacated route shall be posted on the next Wednesday following placement of the successful bidder in the new assignment.

- B. Seniority as set forth in the National Agreement shall apply in all instances and all bidding shall be installation wide.
- C. Bidding for vacant assignments will be restricted to letter carriers of the Van Nuys Post Office with installation wide seniority as the determining factor.
- D. Letter carriers applying for a vacant assignment shall make a sealed bid in writing to the Personnel Section during the period for which the notice is posted. A duplicate Form 1717 shall be initialed and dated by the supervisor receiving the bid if requested by the employee.
- E. In instances where several assignments are posted, a full time letter carrier may bid for as many assignments as are posted. He/she shall complete a Form 1717 listing each assignment which indicates his/her preference as first choice, second choice, etc.
- F. Carriers may withdraw a bid anytime prior to the ending date of the posting.
- G. When a full-time PS-5 position is posted and no bids are received, the junior unassigned full-time carrier shall be assigned. Reference to Article 41, Section 1,A7 of the National Agreement.
- H. All descriptions of carrier route shall include number of deliveries, business and residential, type of route, method of delivery (furnishing of private motor vehicle by carrier shall not be mandatory), and the date of last inspection and last adjustment.
- I. All Forms 1840 of latest inspections on route posted for bid shall be made available for inspection to potential bidders. A city-wide scheme book shall be posted in each carrier station.
- J. All T-6 bids shall include same as Section H of this local Memorandum of Understanding.
- K. All reserve carrier bids shall show the station involved. An organizational chart will be posted at each station.
- L. A copy of all posting notices and awards affecting the letter carrier craft shall be sent to the Union President.

- M. No assignment will be reposted due to any changes mentioned in Article 41, "Posting," Section 1.A.4, and Section 1.A.5.
- N. Notice of vacancies shall be posted in accordance with Article 41 "Posting," Section 1.B.
- O. A representative of the Union in a non-pay status, may be present at the opening of bids affecting letter carriers.
- P.
 - 1. All full-time assignments presently scheduled on rotating non-work days shall continue. Employees who bid on those assignments will assume the rotating schedule as posted.
 - 2. Any proposed change in established or any newly established full-time assignment, with respect to non-scheduled days, must be by mutual consent of both parties to this agreement.
 - 3. Full-time flexible and part-time flexible carriers will be scheduled non-work days on a rotating basis when possible and every attempt possible must be made to schedule them to a non-work weekend (Friday-Saturday) within eight (8) calendar weeks.

Sec. 2. SENIORITY

- A. An updated seniority list of carrier personnel shall be posted each six (6) months in each carrier unit and eight (8) copies will be furnished to Branch 2462.
- B. Pursuant to Article 41 of the National Agreement, all full-time reserve carriers, unassigned full-time carriers whose duty assignment has been eliminated in the particular delivery unit and full-time flexible carriers have the right to opt for available craft duty assignments of anticipated duration of five (5) days or more in their assigned delivery unit.
 - 1. Opting will be done in order of seniority.
 - 2. Opting will take place prior to the posting of the work schedule on Wednesday, prior to the work week.
 - 3. Once a carrier has opted for an assignment, pursuant to the above, he/she shall work the assignment for its duration. Anticipated duration of the assignment will be posted.
 - 4. All reserve, unassigned and full-time flexible carriers opting for a duty assignment may sign an opting sheet, which will list all available assignments that will be vacant for a duration of five (5) days or more.
 - 5. If a reserve, unassigned, or full-time flexible carrier does not opt, part-time flexibles can opt, pursuant to the above, by exercising their seniority.
 - 6. If a part-time flexible fails to opt for the assignment, management may assign the duties to him/her.
 - 7. The part-time flexible may be bumped from an opt assignment on a day-to-day basis if there is insufficient work to keep the reserve, unassigned, and full-time regulars busy eight (8) hours; otherwise, the part-time flexible shall work the assignment for its duration.

- C. 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, highway, housing projects, all routes and full-time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose route(s) or full-time assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this Article.

LETTER OF INTENT

The parties agree that should ARTICLE 11 HOLIDAY, Sec 1. Be overturned, changed or amended through grievance, administrative or any other action without the mutual agreement of both parties. Article 17 REPRESENTATION Sec. 13 will be voided and not considered to be in force for the remainder of the life of this Local Memorandum of Understanding.

APPENDIX

THE FOLLOWING DEFINITIONS SHALL APPLY TO THIS LOCAL MEMORANDUM OF UNDERSTANDING

UNIT = A CARRIER STATION

STATION-THE FOLLOWING IS A LIST OF CARRIER STATIONS:

ENCINO	ZONES	91316 and 91436
MAIN OFFICE	ZONES	91401, 91405, 91406, & 91411
PANORAMA CITY	ZONE	91402
SHERMAN OAKS	ZONES	91403 and 91423

INSTALLATION = ALL STATIONS IN THE VAN NUYS POST OFFICE

This Memorandum of Understanding shall continue in full force and effect for the duration of the National Agreement of **September 20, 2019**, however, it shall be extended to the close of any period of local negotiations or be reopened for local negotiations or terminate as determined by the parties to the National Working Agreement.

UNITED STATES POSTAL
SERVICE

Van Nuys California 91409
(City) (State) (Zip)


(Signature)

Marci Luna
(Signature Typed)

Postmaster
(Title)

NATIONAL ASSOCIATION
OF LETTER CARRIERS
BRANCH 2462

Van Nuys California 91406
(City) (State) (Zip)

By 
(Signature)(Signature)

Janette Dolabson
(Signature Typed)

President, Branch 2462
(Title)