

MEMORANDUM OF UNDERSTANDING

NORTHSOUND BRANCH 450

NATIONAL ASSOCIATION OF LETTER CARRIERS
AFL-CIO

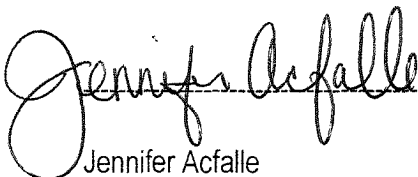
UNITED STATES POSTAL SERVICE
BURLINGTON, WA 98233-9998

PREAMBLE

This Memorandum of Understanding is entered into on June 17th, 2025, at Burlington, Washington, between Management of the United States Postal Service and Northsound Branch 450, National Association of Letter Carriers, AFL-CIO, pursuant to the local implementation provisions of the 2023 National Agreement. This LMOU shall be continued until replaced by a successor agreement.

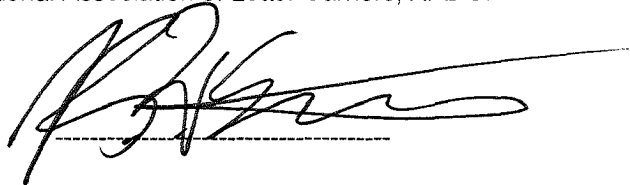
IN WITNESS WHEREOF:

United States Postal Service

A handwritten signature in black ink, appearing to read "Jennifer Acfalle", written over a horizontal dashed line.

Jennifer Acfalle
Postmaster
Burlington, WA 98233-9998

National Association of Letter Carriers, AFL-CIO

A handwritten signature in black ink, appearing to read "Kevin W. Ernest", written over a horizontal dashed line.

Kevin W. Ernest
President
Northsound Branch 450

ARTICLE 1

UNION RECOGNITION

- A. This Memorandum of Understanding covers all employees of the Burlington, Washington Post Office in the installations and facilities for which the National Association of Letter Carriers, AFL-CIO has been certified as the exclusive bargaining representative at the national level with respect to wages, hours, and other terms and conditions of employment, unless otherwise superseded by the terms of the National Agreement of 2023..
- B. The following employees in the union represented herein are not covered by this Memorandum of Understanding: Those Management personnel and employees specified in Article 1, Section 2, of the 2023 National Agreement.
- C. The word "emergency" shall be defined in this Memorandum of Understanding as an unforeseen circumstance or combination of circumstances which calls for immediate action in a situation which is not expected to be of a recurring nature.

ARTICLE 8

Hours of Work

All Regular Full-Time Letter Carriers in the Burlington Post Office shall have a five (5) day work week with rotating days off.

ARTICLE 10

LEAVE

A. By 0800 on December 30th, city craft employees – including CCAs & PTFs – will submit a 3971 (in duplicate) for the first pass for prime time, (See Article 10 Section 3.D.1 and 2 for limits.) Weeks will be assigned by seniority until there is a conflict or request. Employees will be notified and have two (2) working days to submit new 3971's or be passed over.

The second pass will begin only after everyone has had a chance on the first pass. Employees will be notified verbally on the second pass and have two (2) working days to submit 3971 forms. Carriers shall be limited to three (3) 3971's on the second pass.

Following the second pass, a third pass will take place for incidental leave requests, in groups of two carriers by seniority. Single-day incidental leave requests may be submitted during the third pass. Carriers will have forty eight (48) hours to submit incidental leave requests once their selections have been made. After the third pass all leave granted will be considered incidental leave and approved/disapproved on a first come basis.

Management will make every effort to grant incidental leave whenever possible. Management must approve or disapprove a 3971 incidental leave request within 48 hours of submission. Failure to approve/disapprove leave within 48 hours of the 3971 submission shall result in the leave being automatically granted.

Incidental leave will be approved as long as at least one (1) leave slot is available on the leave calendar for the requested period.

B. Prime time will consist of the 52-week period beginning the first full pay period of January and extending the remainder of the postal leave year.

C. During prime time, twelve percent (12%) of the workforce will be allowed leave; a decimal of .5 and above will round up.

D. Vacation period selections will begin on a Monday and end on a Sunday.

E. It shall be the responsibility of management to maintain a leave calendar showing leave slots throughout the leave year and selection process. At the end of the selection process, as defined by this agreement, management shall post a leave calendar showing both filled slots by name and available remaining time, subject to the incidental leave provisions of this agreement. This calendar is to be made available to the Shop Steward, upon request.

F. Those employees who do not already have the right to take three (3) weeks of consecutive annual leave and who have sufficient leave hours accrued, may sign for three (3) consecutive weeks in prime time, providing those weeks are available at the time of that employee's turn to sign up.

G. Craft employees called to jury duty during the prime vacation time will be eligible for another period in prime time, if such time is available. Jury duty will not be counted as a "prime time pick" and no other Letter Carrier may be denied pre-approved leave due to another employee being chosen for jury duty.

H. No employee will be called in to work while on annual leave, except in a serious emergency situation.

I. If a craft employee doesn't wish to use their requested approved annual leave, they must notify Management at one (1) week prior to the scheduled leave time.

Carriers may relinquish their approved annual leave within the one week requirement provided at least one (1) leave slot is available on the leave calendar for the approved leave period.

Relinquished annual leave shall be awarded first to carriers with denied leave slips and then on a first come first service basis

However, if an employee forfeits their prime time selection and if accrued annual leave is going to exceed a carry-over of five hundred twenty (520) hours, they will be required to select a period of annual leave before December 1st to maintain their proper balance of leave.

J. There shall be no trading or exchanges of leave periods. Vacated periods shall be posted for seven (7) days and made available by basis of seniority, starting with the junior employee to the vacated vacation period employee.

K. All annual leave requests of, five (5) days or more, consistent with the terms of this agreement, shall be approved/disapproved within two (2) working days by the appropriate supervisor, provided that the employee has submitted a form 3971, in duplicate, filing in all appropriate items. Each employee shall receive a copy of form 3971 as soon as approved/disapproved, when the employee is available to receive this form. Otherwise the form 3971 will be returned to the employee as soon as practical.

L. The Saturday preceding a five (5) day or longer vacation pick will be considered by management as requested by the employee.

M. Management shall approve one (1) additional leave slot for carrier craft employees to attend Union trainings and conventions up to four (4) weeks in a leave calendar year. The Union will provide notice of the weeks requested by the beginning of the leave bidding.

ARTICLE 11

HOLIDAY WORK

A. After determination has been made by Management as to the number of employees needed on a holiday, or designated holiday, the Employer must select those employees needed in the following order:

1. All part-time flexible employees to the maximum extent possible, even if the payment of overtime is required.
2. All full-time regular, full-time flexible, and part-time regular employees who possess the necessary skills and have volunteered to work on their nonscheduled day, holiday or their designated holiday – by seniority.
3. City carrier assistant employees.
4. Full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have not volunteered on what would otherwise be their non-scheduled day – by inverse seniority.
5. Full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have not volunteered on what would otherwise be their holiday or designated holiday – by inverse seniority.

ARTICLE 13

LIGHT DUTY ASSIGNMENTS

A. Management will consider light duty assignments for employees who have been injured off the job after the needs and abilities of the employee have been defined by a certified physician. The installation head will take into consideration the decision of such physician in making assignments available. Light duty assignments may include, but are not limited to the following:

1. Assisting routes by setting up mail or casing.
2. Marking up forwards for carrier routes.
3. Relabeling carrier cases.
4. Training new employees.
5. Facilitate route maintenance (for example, labeling mailboxes)
5. Duties which the ill or injured employee may be able to perform.

ARTICLE 14

SAFETY AND HEALTH

It is recognized by both parties that on occasion, emergency conditions may exist which would encourage the employer to consider the curtailment or termination of postal operations. In cases of such emergency conditions, the employer will, prior to making a decision to curtail or terminate postal operations, take into consideration such factors as: A) The degree of emergency as stated by and acted upon by responsible governmental authorities; B) the requirements and reactions of its customers to the emergency; C) The accessibility of postal operations and its customers to the employer and employees; and D) The safety and health of its employees. Prior to taking action to curtail or terminate postal operations, the Employer will attempt to notify the Union of its decision and plan of implementation.

ARTICLE 41

PRINCIPLES OF POSTING AND SENIORITY

- A. Letter carriers shall make their bids in writing to the manager in charge by close of business on the final day of posting. When more than one assignment is posted, letter carriers shall have the right to bid for all assignments stating their preference, i.e. first, second, third choice, etc. A steward or senior available Carrier shall be present when the bids are opened.
- B. Letter carrier assignments shall not be posted when there is a change in starting time of more than one hour.
- 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 projects, 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 duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this Article.
- D. A Full-Time Regular Carrier called in on their non-scheduled day shall work their duty assignment, displacing the T-6 Carrier Technician if necessary. The T-6 will then be assigned to a vacant route within their string, if available. If no vacancies exist within the string, the T-6 may be assigned as needed.
- E. If a carrier's route assignment changes by 50% or more in delivery territory, the carrier may choose to continue servicing the route or initiate a bid-down. In a bid-down, the carrier's route and all junior routes are posted for bid and awarded based on seniority.