

NALC

Local Memorandum

of

Understanding

Between

NALC, AFL-CIO, Local 283

and

U.S. Postal Service

2019 - 2023

Crockett, Jasper, Kirbyville, Woodville

MEMORANDUM OF UNDERSTANDING

The matters set forth hereinafter are entered into pursuant to the Local Implementation Provisions of the nationally negotiated 2019–2023 National Agreement and constitutes a Memorandum of Understanding within the meaning of the said provisions.

This Memorandum of Understanding between the representative of the United States Postal Service and the designated agent of the National Association of Letter Carriers, Branch 283, a Union signatory to the 2019–2023 National Agreement, constitutes an agreement on matters relating to the local conditions of employment in the installation of Crockett, Texas.

It is understood and agreed that there are no items to be imposed in this agreement. No changes were made to Items 1 thru 22.

It is understood and agreed that the above Items, as written, constitutes the Crockett Local Memorandum of Understanding.

DURATION

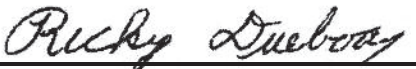
This agreement shall be in full force and effect until the expiration of the 2019–2023 National Working Agreement unless extended by agreement between the parties at the National level.

ENFORCEMENT

The terms of the Memorandum of Understanding are subject to the grievance procedure as contained in the National Agreement.



United States Post Service



National Association of Letter Carriers
Branch 283, Houston, Tx

Date: 5/6/21

Date: 5/6/21

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ITEM 1: WASH UP TIME

Section 1. In the Letter Carrier Craft, a reasonable amount of wash-up time shall be granted for those employees who perform dirty work or work with toxic materials based on individual circumstances.

ITEM 2: WORK WEEKS

Section 1. Choosing of stationary or rotating non-workday.

The work week will consist of five days (5) with fixed days off.

ITEM 3: CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS

Section 1. With due, prompt and constant concern for the safety and welfare of its employees, the installation head or designee shall consider curtailment or termination of postal operations whenever emergency conditions arise as the result of any Act of God and/or civil disobedience.

Consistent with the National Agreement and the E&LR Manual, the installation head shall retain the sole discretion to determine whether the postal operations are subject to curtailment or termination. The final decision shall be made with due and proper consideration of all warnings, directives and bulletins emanating from local, state and federal police authorities, regulatory and advisory agencies.

ITEM 4: FORMULATION OF LOCAL LEAVE PROGRAM

Section 1. Formulation of local leave program shall be as follows.

- A. An annual leave roster shall be circulated by seniority. Carriers shall indicate their choice by signing in the proper place. This roster shall be circulated twice so that each carrier can make two choices by seniority. After the CCAs shall sign for leave. The granting of additional leave shall be on a first-come, first-served basis. With requests submitted the same day, the tie-breaker will be the seniority. The circulation of the roster shall begin the first workday in December and shall be completed no later than December 31st.
- B. Any annual leave granted outside the circulated leave roster shall be on a PS Form 3971 and shall be on a first-come, first-served basis. If PS Forms 3971 are submitted on the same day, seniority will be the tiebreaker. No request for such

unscheduled leave shall be accepted more than 45 days in advance. It is understood that the day the request is submitted is considered to be the first day of the notice, the day the leave is to begin is not part of the notice.

- C. Management will disapprove or approve the leave request within 72 hours of receipt. If the schedule is posted at the time of the request, the leave will be approved or disapproved within 24 hours of the receipt of the request
- D. When leave listed on the completed roster comes open for any reason, it shall be posted for a period of two (2) days providing the leave is cancelled at least seven (7) days in advance of the period to be cancelled. Such leave shall be awarded to the senior bidder.

ITEM 5: THE DURATION OF THE CHOICE PERIOD

Section 1. The choice vacation period will be the entire calendar leave year and will begin with the first Monday of the new leave year following the New Year’s Holiday.

ITEM 6: BEGINNING DAY OF AN EMPLOYEE’S VACATION PERIOD

Section 1. The leave week during the choice vacation period shall be Monday through Sunday.

ITEM 7: EMPLOYEES OPTION OF THE CHOICE VACATION PERIOD

Section 1. Each full-time and part-time carrier shall be given a first preference before any second preference is granted. First choice shall be colored blue or black and second choice to be red. Carriers shall select leave in one of the following choices, at the carrier’s option.

If 1st choice is:

3 consecutive weeks

2 consecutive weeks

1 week

0 week

2nd choice will be no more than:

0 weeks

1 week

2 consecutive weeks

3 consecutive weeks

**ITEM 8: JURY DUTY AND ATTENDANCE
AT NATIONAL OR STATE CONVENTIONS**

Section 1. Jury duty will not be considered as part of the fourteen percent (14%) quota of letter carriers off during the choice vacation period.

Section 2. Each year during November, the Union shall notify the Postmaster of the dates of the National and State Association of Letter Carriers' conventions. Such time will be blocked out on the vacation roster before that roster is passed. That time shall be reserved for use by elected delegates, officers, stewards and members (in that order) that wish to attend said conventions. Those wishing to attend the conventions will notify management no less than one week prior to the beginning of the convention week. If the full compliment of carriers allowed leave during the choice vacation time is not used, the remainder of the compliment will be posted for bid. The posting shall be for two (2) days on the official bulletin board. The successful bidder will be determined by seniority of those bidding.

**ITEM 9: MAXIMUM EMPLOYEES
WHO SHALL RECEIVE LEAVE**

Section 1. In the Crockett, Texas Post Office, at least fourteen percent (14%) but no less than one of the carriers shall be allowed annual leave during each week of the choice vacation period.

- A. In those instances where computing the fourteen percent (14%) does not result in a whole number and the fractional result is .50 or higher, one additional carrier will be granted annual leave.

**ITEM 10: OFFICIAL NOTICE
OF THE VACATION SCHEDULE**

Section 1. The official notice to each employee of his approved vacation schedule will be the completed Annual Leave Roster.

- A. A copy shall be posted on the same bulletin board where the carrier bids are posted in plain view.
- B. A copy shall be given to the NALC steward.
- C. The original shall remain with the Postmaster who shall keep it in a safe place.

**ITEM 11: NOTIFYING EMPLOYEES
OF THE NEW LEAVE YEAR**

Section 1. The employer shall, no later than November 1st, post on the bulletin board the beginning date of the new leave year.

ITEM 12: ADDRESSED IN ITEM 4

ITEM 13: HOLIDAY SCHEDULE

Section 1. In scheduling employees to perform duties on their holiday or day designated as their holiday, the following sequence shall be followed:

- A. PTF carriers shall be utilized to the maximum extent possible.
- B. Volunteers on their holiday or their designated holiday shall be scheduled in by seniority.
- C. Volunteers on their non-scheduled workday will be scheduled in by seniority.
- D. CCA Employees shall be utilized to the maximum extent possible.
- E. Non-volunteers on their non-scheduled workday shall be scheduled in by juniority.
- F. Non-volunteers on their holiday or designated holiday shall be scheduled in by juniority.

ITEM 14: OVERTIME DESIRED LISTS

Section 1. Overtime desired lists shall be by crafts.

ITEM 15: LIGHT DUTY ASSIGNMENTS

Section 1. Local management shall give consideration for letter carriers requesting temporary light duty assignment in accordance with Article 13 of the National Working Agreement. Letter carriers shall be assigned light duty in their own section, workload permitting. It is also understood that all letter carriers will be furnished work whenever such work is available.

ITEM 16: RESERVING LIGHT DUTY ASSIGNMENTS

Section 1. Carriers' requests for permanent light duty shall be in accordance with Article 13 of the National Working Agreement.

ITEM 17: IDENTIFICATION OF LIGHT DUTY ASSIGNMENTS

Section 1. The following duties will be considered as light duty assignments:

- A. Casing mail on carriers' own route and/or other open routes on a day-to-day basis.
- B. Assisting other routes that require assistance.
- C. Re-labeling carrier cases if needed.
- D. Any other available work within the doctor's limitations.

ITEM 18: IDENTIFICATION OF ASSIGNMENTS TO REASSIGN EMPLOYEES EXCESS

Section 1. For the purpose of administering the overtime desired list, vacation planning, identifying sections for reassignment and posting, the following sections and any new stations and branches established during the life of this agreement are recognized:

- A. Main Post Office

ITEM 19: ASSIGNMENT OF EMPLOYEE PARKING SPACES

Section 1. The installation head shall make every reasonable effort to provide parking for all letter carriers. When Union officials visit the station they shall be provided with available parking.

ITEM 20: As addressed in Item 21

ITEM 21: SUPPLEMENTAL AGREEMENTS

Carriers will receive up to (2) 10-minute break periods. It will be the carrier's option to take breaks on the street or in the office.

ITEM 22: SENIORITY REASSIGNMENTS AND POSTING

Section 1. Seniority

- A. Seniority rosters will be kept up to date on a semiannual basis and will be posted by craft in all areas and on all boards where bid invitations are posted. Whenever a change is made, a copy will be sent to the President, NALC, Local Branch 283 and a copy given to the steward.

Section 2. Posting

- A. To define posting procedures to be observed, the following schedule and policy is agreed to by the parties of this agreement.
 - 1. Unless otherwise specified in this agreement, the time limits for, posting and awarding vacant assignments shall be as set forth in Article 41 of the National Agreement.
 - 2. Posting of a vacancy shall consist of a notice in writing on the official bulletin boards with a copy being mailed to the President, NALC, Local Branch 283. Such notice shall be in accordance with Article 41, Section 1, B (4).
- B. Carriers desiring a position posted for bid shall submit a bid card. The carrier must sign the bid card.
- C. If a carrier is to be away from the section during the bidding time, the bid may be submitted by a Union representative so long as that representative furnishes a signed statement from the carrier involved, authorizing the representative to act in his/her behalf.
- D. The bids will be opened and the award(s) verbally announced within 24 hours after the close of the bidding. The President of the Local 283 NALC or designee may be present for the opening of these bid envelopes. Within five (5) days after the close of bidding, a written notice shall be posted announcing the successful bidder and giving the date the successful bidder will be placed into the assignment. A copy will be mailed to the President of Local 283, NALC.
- E. Supervisors will not give out information on bids received prior to the announcement of the successful bidder, unless it is regarding receipt or non-receipt of a bid. The information regarding receipt or non-receipt will be given only to the carrier making the bid.
- F. In instances where several assignments are posted, a letter carrier may submit a separate bid card for as many assignments as are posted, starting preference in the following manner:
 - 1. 1st Choice
 - 2. 2nd Choice
 - 3. Etc.

USPS/NALC 283 Crockett Local Memorandum of Understanding 2019–2023

- G. Bidding for vacant assignments will be restricted to letter carriers of the Woodville Post Office with seniority as the determining factor. Bidding for vacant assignments shall be installation-wide.
- H. All vacant assignments that will be vacant for five (5) days or more shall be posted for temporary bids so that those carriers eligible under Article 41, Section 2. Part (b) of the National Agreement can exercise their seniority and bid on those assignments. In accordance with the National Agreement, they shall carry the assignments for the duration of the vacancy. Said posting shall be posted on the time clock and shall remain posted for two (2) days.

MEMORANDUM OF UNDERSTANDING

The matters set forth hereinafter are entered into pursuant to the Local Implementation Provisions of the nationally negotiated 2019–2023 National Agreement and constitutes a Memorandum of Understanding within the meaning of the said provisions.

This Memorandum of Understanding between the representative of the United States Postal Service and the designated agent of the National Association of Letter Carriers, Branch 283, a Union signatory to the 2019–2023 National Agreement, constitutes an agreement on matters relating to the local conditions of employment in the installation of Jasper, Texas.

It is understood and agreed that there are no items to be imposed in this agreement.

It is understood and agreed that the above Items, as written, constitutes the Jasper Local Memorandum of Understanding.

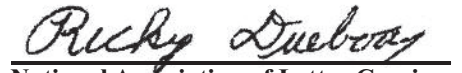
DURATION

This agreement shall be in full force and effect until the expiration of the 2019–2023 National Working Agreement unless extended by agreement between the parties at the National level.

ENFORCEMENT

The terms of the Memorandum of Understanding are subject to the grievance procedure as contained in the National Agreement.


United States Post Service


National Association of Letter Carriers
Branch 283, Houston, Tx

Date: 5-21-21

Date: 5-14-2021

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ITEM 1: WASH - UP TIME

Section 1. In the Letter Carrier Craft, a reasonable amount of wash-up time shall be granted for those employees who perform dirty work or work with toxic materials based on individual circumstances. Said time will be added in as regular route time especially for purposes of route inspection.

ITEM 2: WORK WEEKS

Section 1. Choosing of stationary or rotating non-workday.

The workweek will consist of five days (5) with rotating days off.

ITEM 3: CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS

Section 1. With due, prompt and constant concern for the safety and welfare of its employees, the installation head or designee shall consider curtailment or termination of postal operations whenever emergency conditions arise as the result of any Act of God and/or civil disobedience.

- A. Consistent with the National Agreement and the E&LR Manual, the installation head shall determine whether the postal operations are subject to curtailment or termination. The final decision shall be made with due and proper consideration of all warnings, directives and bulletins emanating from local, state and federal police authorities, regulatory and advisory agencies.

ITEM 4: FORMULATION OF LOCAL LEAVE PROGRAM

- A. An annual leave roster shall be circulated by seniority. Carriers shall indicate their choice by signing in the proper place. This roster shall be circulated twice so that each carrier can make two choices by seniority. After this the CCAs shall sign for leave. The granting of additional leave shall be on a first-come, first-serve basis. With requests submitted the same day, the tiebreaker will be the seniority. The circulation of the roster shall begin the first workday in December and shall be completed no later than December 31st.
- B. Any annual leave granted outside the circulated leave roster shall be on a Ps Form 3971 and shall be on a first-come, first-serve basis. If PS Forms 3971 are submitted on the same day, seniority will be the tiebreaker. No request for such unscheduled leave shall be accepted more than 45 days in advance. It is

understood that the day the request is submitted is considered to be the first day of the notice, the day the leave is to begin is not part of the notice.

- C. Management will disapprove or approve the leave request within 72 hours of receipt. If the schedule is posted at the time of the request, the leave will be approved or disapproved within 24 hours of the receipt of the request. When leave listed on the completed roster comes open for any reason, it shall be posted for a period of two (2) days providing the leave is cancelled at least seven (7) days in advance of the period to be cancelled. Such leave shall be awarded to the senior bidder.

ITEM 5: THE DURATION OF THE TWO CHOICE PERIOD

Section 1. The choice vacation period will be the entire calendar year and will begin with the first Monday following the week that includes New Years holiday.

ITEM 6: BEGINNING DAY OF AN EMPLOYEE’S VACATION PERIOD

Section 1. The leave week during the choice vacation period shall be Monday through Sunday

ITEM 7: EMPLOYEES OPTION OF THE CHOICE VACATION PERIOD

Section 1. Each full-time and part-time carrier shall be given a first preference before any second preference is granted. First choice shall be colored blue or black and second choice shall be red. Carriers shall select leave in one of the following choices, at the carrier’s option;

<u>If 1st choice if:</u>	<u>2nd choice will be no more than:</u>
3 consecutive weeks	0 weeks
2 consecutive weeks	1 week
1 week	2 consecutive weeks
0 week	3 consecutive weeks

**ITEM 8: JURY DUTY AND ATTENDANCE
AT NATIONAL OR STATE CONVENTIONS**

Section 1. Jury duty will not be considered as part of the fourteen percent (14%) quota of letter carriers off during the choice vacation period.

Section 2. Each year during November, the Union shall notify the Postmaster of the dates of the National and State Association of Letter Carriers' conventions. If any delegates are elected such time will be blocked out on the vacation roster before that roster is passed. That time shall be reserved for use by elected delegates, officers, that wish to attend said conventions. Those wishing to attend the conventions will notify management no less than one week prior to the beginning of the convention week. If the full compliment of carriers allowed leave during the choice vacation time is not used, the remainder of the compliment will be posted for bid. The posting shall be for two (2) days on the official bulletin board. The successful bidder will be determined by seniority of those bidding.

**ITEM 9: MAXIMUM EMPLOYEES
WHO SHALL RECEIVE LEAVE**

Section 1. In the Jasper, Texas Post Office, at least fourteen percent (14%) but no less than one of the carriers shall be allowed annual leave during each week of the choice vacation period.

- A. In those instances where computing the fourteen percent (14%) does not result in a whole number and the fractional result is .50 or higher, one additional carrier will be granted annual leave.

**ITEM 10: OFFICIAL NOTICE OF THE
VACATION SCHEDULE**

Section 1. The official notice to each employee of his approved vacation schedule will be the completed Annual Leave Roster.

- A. A copy shall be posted on the same bulletin board where the carrier bids are posted in plain view.
- B. A copy shall be given to the NALC steward.
- C. The original shall remain with the Postmaster who shall keep it in a safe place.

**ITEM 11: NOTIFYING EMPLOYEES OF THE
NEW LEAVE YEAR**

Section 1. The employer shall, no later than November 1st, post on the bulletin board the beginning date of the new leave year.

**ITEM 12: ANNUAL LEAVE DURING OTHER THAN CHOICE PERIOD
SEE ITEM 4**

ITEM 13: HOLIDAY SCHEDULE

Section 1. In scheduling employees to perform duties on their holiday or day designated as their holiday, the following sequence shall be followed:

- A. PTF carriers shall be utilized to the maximum extent possible.
- B. Volunteers on their holiday or their designated holiday shall be scheduled in by seniority.
- C. Volunteers on their non-scheduled workday will be scheduled in by seniority.
- D. CCA Employees will work to maximum extent possible.
- E. Non-volunteers on their non-scheduled workday shall be scheduled in by juniority.
- F. Non-volunteers on their holiday or designated holiday shall be scheduled in by juniority.

ITEM 14: OVERTIME DESIRED LISTS

Section 1. Overtime desired lists shall be by crafts.

ITEM 15: LIGHT DUTY ASSIGNMENTS

Section 1. Local management shall give consideration for letter carriers requesting temporary light duty assignment in accordance with Article 13 of the National Working Agreement. Letter carriers shall be assigned light duty in their own section, workload permitting. It is also understood that all letter carriers will be furnished work whenever such work is available.

ITEM 16: RESERVING LIGHT DUTY ASSIGNMENTS

Section 1. Carriers' requests for permanent light duty shall be in accordance with Article 13 of the National Working Agreement.

ITEM 17: IDENTIFICATION OF LIGHT DUTY ASSIGNMENTS

Section 1. The following duties will be considered as light duty assignments:

- A. Casing mail on carriers' own route and/or other open routes on a day-to-day basis.
- B. Assisting other routes that require assistance.
- C. Re-labeling carrier cases if needed.
- D. Any other available work within the doctor's limitations.

ITEM 18: IDENTIFICATION OF ASSIGNMENTS TO REASSIGN EMPLOYEES EXCESS

Section 1. For the purpose of administering the overtime-desired list, vacation planning, identifying sections for reassignment and posting, the following sections and any new stations and branches established during the life of this agreement are recognized:

- A. Main Post Office

ITEM 19: ASSIGNMENT OF EMPLOYEE PARKING SPACES

Section 1. The installation head shall make every reasonable effort to provide parking for all letter carriers. When Union officials visit the station they shall be provided with available parking.

ITEM 20: As Addressed in Item 21

ITEM 21: SUPPLEMENTAL AGREEMENTS

Section 1. Carriers will receive up to two (2) break periods. It will be the carrier's option to take one break period in the office and one break period on the street or two (2) break periods on the street.

Section 2. "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 delivery unit as a result of, but not limited to, route adjustments, highways, 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 assignments(s) was abolished shall be posted for bid in accordance with the posting procedures in this Article." (Article 41.3.0)

ITEM 22: SENIORITY, REASSIGNMENTS AND POSTING

Section 1. Seniority

- A. Seniority roster will be kept up to date on a semiannual basis and will be posted by craft in all areas and on all boards where bid invitations are posted. Whenever a change is made, a copy will be sent to the President, NALC, Local Branch 283 and a copy given to the steward.

Section 2. Posting

- A. To define posting procedures to be observed, the following schedules and policy is agreed to by the parties of this agreement:
 - 1. Unless otherwise specified in this agreement, the time limits for posting and awarding vacant assignments shall be as set forth in Article 41 of the National Agreement.
 - 2. Posting of a vacancy shall consist of a notice in writing on the official bulletin boards with a copy being mailed to the President, NALC, and Local Branch 283. Such notice shall be in accordance with Article 41. Section 1. B (4).
- B. Carriers desiring a position posted for bid shall submit a bid card. The carrier must sign the bid.
- C. If a carrier is to be away from the section during the bidding time, the bid may be submitted by the Union representative so long as that representative furnishes a signed statement from the carrier involved, authorizing the representative to act in his / her behalf.
- D. The bids will be open and the award(s) verbally announced within 24 hours after the closing of the bidding. The President of the Local 283 NALC or designee may be present for the opening bid envelopes. Within five (5) days after the close of bidding, a written notice shall be posted announcing the successful bidder and giving the date the successful bidder will be placed into the assignment. A copy will be mailed to the President of Local 283, NALC.
- E. Supervisors will not give out information on bids received prior to the announcement of the successful bidder, unless it is regarding receipt or non-

receipt of a bid. The on formation regarding receipt or non-receipt will be given only to the carrier making the bid.

- F. In instances where several assignments are posted, a letter carrier may submit a separate card for as many assignments as are posted, starting preference in the following manner:
 - 1. 1st Choice
 - 2. 2nd Choice
 - 3. ect.
- G. Bidding for vacant assignments will be restricted to letter carriers of the Jasper Post Office with seniority as the determining factor. Bidding for vacant assignments shall be installation – wide.
- H. All vacant assignments that will vacant for five (5) days or more shall be posted for temporary bids that those carriers eligible under Article 41, section 2. Part b of the National Agreement, can exercise their seniority bid on those assignments. In accordance with the National Agreement, they shall carry the assignment for the duration of the vacancy. Said posting shall be posted on the time clock and shall remain posted two (2) days.

MEMORANDUM OF UNDERSTANDING

The matters set forth hereinafter are entered into pursuant to the Local Implementation Provisions of the nationally negotiated 2019–2023 National Agreement and constitutes a Memorandum of Understanding within the meaning of the said provisions.

This Memorandum of Understanding between the representative of the United States Postal Service and the designated agent of the National Association of Letter Carriers, Branch 283, a Union signatory to the 2019–2023 National Agreement, constitutes an agreement on matters relating to the local conditions of employment in the installation of Kirbyville, Texas.

It is understood and agreed that there are no items to be imposed in this agreement.

It is understood and agreed that the above Items, as written, constitutes the Kirbyville Local Memorandum of Understanding.

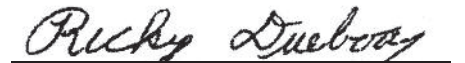
DURATION

This agreement shall be in full force and effect until the expiration of the 2019–2023 National Working Agreement unless extended by agreement between the parties at the National level.

ENFORCEMENT

The terms of the Memorandum of Understanding are subject to the grievance procedure as contained in the National Agreement.


United States Post Service


National Association of Letter Carriers
Branch 283, Houston, Tx

Date: 5-12-2021

Date: 5-12-2021

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Item 1: Addition of Longer Wash up Periods

In the Letter Carrier Craft, a reasonable amount of wash-up time shall be granted for those employees who perform dirty work or work with toxic materials based on individual circumstances if requested.

Item 2: Establishment of Regular Work week of Five Days With Fixed or Rotating Days Off

The work week will consist of five (5) days with fixed days off.

ITEM 3: CURTAILMENT OF OPERATIONS

Section 1. With due, prompt and constant concern for the safety and welfare of its employees, the installation head or designee shall consider curtailment or termination of postal operations whenever emergency conditions arise as the result of any Act of God and/or civil disobedience.

- A. Consistent with the National Agreement and the E&LR Manual, the installation head shall retain the sole discretion to determine whether the postal operations are subject to curtailment or termination. The final decision shall be made with due and proper consideration of all warnings, directives and bulletins emanating from local, state and federal police authorities, regulatory and advisory agencies. Should the installation head not be available, the next higher level manager will make the final decision.

ITEM 4: FORMULATION OF LOCAL LEAVE PROGRAM

Section 1. Formulation of local leave program shall be as follows:

- A. An annual leave calendar shall be circulated by seniority. Carriers shall indicate their choice by signing in the proper place. This roster shall be circulated twice so that each carrier can make two choices by seniority. At that time the CCAs shall sign for leave. After that, the granting of leave shall be on first come first serve basis. With requests submitted the same day, the tie breaker will be the seniority. The circulation of the roster shall begin the first workday in December and shall be completed no later than December 31st.
- B. Any annual leave granted outside the circulated leave roster shall be on a PS Form 3971 and shall be on a first-come, first-served basis. If PS Forms 3971 are submitted on the same day, seniority will be the tiebreaker. No request for such unscheduled leave shall be accepted more than 45 days in advance.

- C. Management will disapprove or approve the leave request within 72 hours of receipt.

ITEM 5: THE DURATION OF CHOICE VACATION PERIOD

Section 1. The choice vacation period will be the entire calendar year. It will begin with the first Monday following the New Years Holiday.

ITEM 6: THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE’S VACATION PERIOD

The leave roster week shall begin on Monday and end on Sunday.

ITEM 7: SELECTION OF LEAVE PERIODS DURING CHOICE VACATION PERIODS

Section 1. Each full-time and part-time carrier shall be given a first preference before any second preference is granted;

If 1st choice is: up to three (3) consecutive weeks

2nd choice will be: no more than remaining leave advance by year, less one week

ITEM 8: JURY DUTY/ CONVENTION LEAVE

Section 1. Jury duty will not be considered as part of the fourteen percent (14%) quota of letter carriers off during the choice vacation period.

Section 2. Each year during November, the Union shall notify the Postmaster of the dates of the National and State Association of Letter Carriers’ conventions. Such time will be blocked out on the vacation roster before that roster is passed. That time shall be reserved for use by elected delegates, officers, stewards and members (in that order) that wish to attend said conventions.

Those wishing to attend the conventions will notify management no less than one week prior to the beginning of the convention week. If the full compliment of carriers allowed leave during the choice vacation time is not used, the remainder of the compliment will be posted for bid. The posting shall be for two (2) days on the official bulletin board. The successful bidder will be determined by seniority of those bidding.

**ITEM 9: DETERMINATION OF THE MAXIMUM NUMBER
OF EMPLOYEES WHO SHALL RECEIVE LEAVE
EACH WEEK DURING THE CHOICE VACATION PERIOD**

Section 1. In the Kirbyville Post Office, at least 14% but no less than one of the carriers shall be allowed annual leave during each week of the choice vacation period.

- A. In those instances where computing the 14% percent does not result in a whole number and the fractional result is .50 or higher, one additional carrier will be granted annual leave.

**ITEM 10: ISSUE OF OFFICIAL NOTICES
OF VACATION SCHEDULE**

Section 1. The official notice to each employee of his/her approved vacation schedule will be the completed annual leave roster.

- A. A copy shall be posted on the same bulletin board where the carrier bids are posted in plain view.
- B. A copy shall be given to the NALC steward.
- C. The original shall remain with the Postmaster who shall keep it in a safe place.

**ITEM 11: NOTIFYING EMPLOYEES OF THE BEGINNING
OF THE NEW YEAR**

Section 1. The employer shall, no later than November 1st, post on the bulletin board, the beginning date of the new leave year.

ITEM 12: ADDRESSED IN ITEM 4

**ITEM 13: THE METHOD FOR SELECTING EMPLOYEES
TO WORK ON A HOLIDAY**

Section 1. In scheduling employees to perform duties on their holiday or day designated as their holiday, the following sequence shall be followed:

- A. PTF carriers shall be utilized to the maximum extent possible
- B. Volunteers on their holiday or their designated holiday shall be scheduled in by seniority.
- C. Volunteers on their non-scheduled workday will be scheduled in by seniority.

- D. CCA carriers shall be utilized to the maximum extent possible.
- E. Non-volunteers on their non-scheduled workday shall be scheduled in by juniority.
- F. Non- volunteers on their holiday or designated holiday shall be scheduled in by juniority.

ITEM 14: OVERTIME LISTS

Section 1. Overtime Desired Lists shall be by crafts.

ITEM 15: LIGHT DUTY ASSIGNMENTS

Section 1. Local management shall give consideration for letter carriers requesting temporary light duty assignment in accordance with Article 13 of the National Working Agreement. Letter carriers shall be assigned light duty in their own section, workload permitting. It is also understood that all letter carriers will be furnished work whenever such work is available.

ITEM 16: RESERVING LIGHT DUTY ASSIGNMENTS

Section 1. Carriers requests for permanent light duty shall be in accordance with Article 13 of the National Working Agreement.

ITEM 17: IDENTIFICATION OF LIGHT DUTY ASSIGNMENTS

Section 1. The following duties will be considered as light duty assignments:

- A. Casing mail on carriers' own route and/or other open routes on a day-to-day basis.
- B. Assisting other routes that require assistance.
- C. Re-labeling carrier cases if needed.
- D. Any other available work within the doctor's limitations.

ITEM 18: IDENTIFICATION OF SECTIONS

Section 1. For the purpose of administering the overtime desired list, vacation planning, identifying sections for reassignment and posting, the following sections and any new stations and branches established during the life of this agreement are recognized:

A. Main Post Office

**ITEM 19: THE ASSIGNMENT OF EMPLOYEE
PARKING SPACES**

Section 1. The installation head shall make every reasonable effort to provide parking for all letter carriers. When Union officials visit the station they shall be provided with available parking.

ITEM 21: SUPPLEMENTAL AGREEMENTS

Carriers will receive up to (2) 10-minute break periods. It will be the carrier's option to take breaks on the street or in the office.

**ITEM 22: LOCAL IMPLEMENTATION RELATING TO SENIORITY,
REASSIGNMENTS & POSTING**

Section 1. Seniority

- A. Seniority rosters will be kept up to date on a semiannual basis and will be posted by craft in all areas and on all boards where bid invitations are posted. Whenever a change is made, a copy will be sent to the President, NALC, Local Branch 283 and a copy given to the steward.

Section 2. Posting

- A. To define posting procedures to be observed, the following schedule and policy is agreed to by the parties of this agreement:
1. Unless otherwise specified in this agreement, the time limits for, posting and awarding vacant assignments shall be as set forth in Article 41 of the National Agreement.
 2. Posting of a vacancy shall consist of a notice in writing on the official bulletin boards with a copy being mailed to the President, NALC, local branch 283. Such notice shall be in accordance with Article 41, Section 1, B (4).
- B. Carriers desiring a position posted for bid shall submit a bid card. The carrier must sign the bid card. If electronic bidding is available, carriers will be allowed to bid on the clock using post office computers.

- C. If a carrier is to be away from the section during the bidding time, the bid may be submitted by a Union representative so long as that representative furnishes a signed statement from the carrier involved, authorizing the representative to act in his/her behalf.
- D. The bids will be opened and the award(s) verbally announced within 24 hours after the close of the bidding. The President of the Local 283 NALC or designee may be present for the opening of these bid envelopes. Within five (5) days after the close of bidding, a written notice shall be posted announcing the successful bidder and giving the date the successful bidder will be placed into the assignment. A copy will be mailed to the President of Local 283, NALC.
- E. Supervisors will not give out information on bids received prior to the announcement of the successful bidder, unless it is regarding receipt or non-receipt of a bid. The information regarding receipt or non-receipt will be given only to the carrier making the bid.
- F. In instances where several assignments are posted, a letter carrier may submit a separate bid card for as many assignments as are posted, starting preference in the following manner:
 - 1. 1st Choice
 - 2. 2nd Choice
 - 3. etc.
- G. Bidding for vacant assignments will be restricted to letter carriers of the Woodville Post Office with seniority as the determining factor. Bidding for vacant assignments shall be installation-wide.
- H. All vacant assignments that will be vacant for five (5) days or more shall be posted for temporary bids so that those carriers eligible under Article 41, Section 2. Part (b) of the National Agreement can exercise their seniority and bid on those assignments. In accordance with the National Agreement, they shall carry the assignments for the duration of the vacancy. Said posting shall be posted on the time clock and shall remain posted for two (2) days.

MEMORANDUM OF UNDERSTANDING

The matters set forth hereinafter are entered into pursuant to the Local Implementation Provisions of the nationally negotiated 2019–2023 National Agreement and constitutes a Memorandum of Understanding within the meaning of the said provisions.

This Memorandum of Understanding between the representative of the United States Postal Service and the designated agent of the National Association of Letter Carriers, Branch 283, a Union signatory to the 2019–2023 National Agreement, constitutes an agreement on matters relating to the local conditions of employment in the installation of Woodville, Texas.

It is understood and agreed that there are no items to be imposed in this agreement. There were changes to Item 13.A

It is understood and agreed that the above Items, as written, constitutes the Woodville Local Memorandum of Understanding.

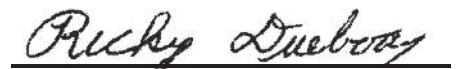
DURATION

This agreement shall be in full force and effect until the expiration of the 2019–2023 National Working Agreement unless extended by agreement between the parties at the National level.

ENFORCEMENT

The terms of the Memorandum of Understanding are subject to the grievance procedure as contained in the National Agreement.


United States Post Service


National Association of Letter Carriers
Branch 283, Houston, Tx

Date: 5/21/21

Date: 5-21-21

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ITEM 1: WASH-UP TIME

Section 1. In the Letter Carrier Craft, a reasonable amount of wash-up time shall be granted for those employees who perform dirty work or work with toxic materials based on individual circumstances. Said time will be added in as regular route time especially for purposes of route inspection.

ITEM 2: WORK WEEKS

Section 1. Choosing of stationary or rotating non-workday.

The work week will consist of five days (5) with fixed days off.

ITEM 3: CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS

Section 1. With due, prompt and constant concern for the safety and welfare of its employees, the installation head or designee shall consider curtailment or termination of postal operations whenever emergency conditions arise as the result of any Act of God and/or civil disobedience.

- A. Consistent with the National Agreement and the E&LR Manual, the installation head shall retain the sole discretion to determine whether the postal operations are subject to curtailment or termination. The final decision shall be made with due and proper consideration of all warnings, directives and bulletins emanating from local, state and federal police authorities, regulatory and advisory agencies.

ITEM 4: FORMULATION OF LOCAL LEAVE PROGRAM

Section 1. Formulation of local leave program shall be as follows.

- A. An annual leave roster shall be circulated by seniority. Carriers shall indicate their choice by signing in the proper place. This roster shall be circulated twice so that each carrier can make two choices by seniority. After this the CCAs shall sign for leave. The granting of additional leave shall be on a first-come, first-served basis. With requests submitted the same day, the tie-breaker will be the seniority. The circulation of the roster shall begin the first workday in December and shall be completed no later than December 31st.

- B.** Any annual leave granted outside the circulated leave roster shall be on a PS Form 3971 and shall be on a first-come, first-served basis. If PS Forms 3971 are submitted on the same day, seniority will be the tiebreaker. No request for such unscheduled leave shall be accepted more than 45 days in advance. It is understood that the day the request is submitted is considered to be the first day of the notice, the day the leave is to begin is not part of the notice.
- C.** Management will disapprove or approve the leave request within 72 hours of receipt. If the schedule is posted at the time of the request, the leave will be approved or disapproved within 24 hours of the receipt of the request
- D.** When leave listed on the completed roster comes open for any reason, it shall be posted for a period of two (2) days providing the leave is cancelled at least seven (7) days in advance of the period to be cancelled. Such leave shall be awarded to the senior bidder.

ITEM 5: THE DURATION OF THE CHOICE PERIOD

Section 1. The choice vacation period will be the entire leave year and will begin with the first Monday of the leave year, with the following exceptions:

- A.** The second and third full weeks of December.
- B.** The second full week of January.

ITEM 6: BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD

Section 1. The leave week during the choice vacation period shall be Monday through Saturday.

ITEM 7: EMPLOYEES OPTION OF THE CHOICE VACATION PERIOD

Section 1. Each full-time and part-time carrier shall be given a first preference before any second preference is granted. First choice shall be colored blue or black and second choice to be red. At this time the CCAs shall sign for leave. Carriers shall select leave in one of the following choices, at the carrier's option.

If 1st choice is:

3 consecutive weeks
2 consecutive weeks
1 week
0 week

2nd choice will be no more than:

0 weeks
1 week
2 consecutive weeks
3 consecutive weeks

**ITEM 8: JURY DUTY AND ATTENDANCE
AT NATIONAL OR STATE CONVENTIONS**

Section 1. Jury duty will not be considered as part of the fourteen percent (14%) quota of letter carriers off during the choice vacation period.

Section 2. Each year during November, the Union shall notify the Postmaster of the dates of the National and State Association of Letter Carriers' conventions. Such time will be blocked out on the vacation roster before that roster is passed. That time shall be reserved for use by elected delegates, officers, stewards and members (in that order) that wish to attend said conventions. Those wishing to attend the conventions will notify management no less than one week prior to the beginning of the convention week. If the full compliment of carriers allowed leave during the choice vacation time is not used, the remainder of the compliment will be posted for bid. The posting shall be for two (2) days on the official bulletin board. The successful bidder will be determined by seniority of those bidding.

**ITEM 9: MAXIMUM EMPLOYEES
WHO SHALL RECEIVE LEAVE**

Section 1. In the Woodville, Texas Post Office, at least fourteen percent (14%) but no less than one of the carriers shall be allowed annual leave during each week of the choice vacation period.

- A. In those instances where computing the fourteen percent (14%) does not result in a whole number and the fractional result is .50 or higher, one additional carrier will be granted annual leave.

ITEM 10: OFFICIAL NOTICE OF THE VACATION SCHEDULE

Section 1. The official notice to each employee of his approved vacation schedule will be the completed Annual Leave Roster.

- A. A copy shall be posted on the same bulletin board where the carrier bids are posted in plain view.
- B. A copy shall be given to the NALC steward.
- C. The original shall remain with the Postmaster who shall keep it in a safe place.

ITEM 11: NOTIFYING EMPLOYEES OF THE NEW LEAVE YEAR

Section 1. The employer shall, no later than November 1st, post on the bulletin board the beginning date of the new leave year.

ITEM 12: ANNUAL LEAVE DURING OTHER THAN CHOICE PERIOD

Section 1. For leave requests during the second and third full weeks of December and the second full week of January, letter carriers may submit requests for leave on a PS Form 3971. Such requests shall be approved/disapproved subject to business conditions on a first-come, first-served basis.

Section 2. When the request is made prior to the posting of the next week's schedule, the request will be approved or disapproved at the time of the posting. If a request is made after the posting of the schedule, then the request will be approved/disapproved within 24 hours of receipt. No leave request for the non-choice period can be submitted more than sixty (60) days in advance of the time requested.

ITEM 13: HOLIDAY SCHEDULE

Section 1. In scheduling employees to perform duties on their holiday or day designated as their holiday, the following sequence shall be followed:

- A. CCA/PTF carriers shall be utilized to the maximum extent possible.
- B. Volunteers on their holiday or their designated holiday shall be scheduled in by seniority.
- C. Volunteers on their non-scheduled workday will be scheduled in by seniority.
- D. Non-volunteers on their non-scheduled workday shall be scheduled in by juniority.

- E. Non-volunteers on their holiday or designated holiday shall be scheduled in by juniority.

ITEM 14: OVERTIME DESIRED LISTS

Section 1. Overtime desired lists shall be by crafts.

ITEM 15: LIGHT DUTY ASSIGNMENTS

Section 1. Local management shall give consideration for letter carriers requesting temporary light duty assignment in accordance with Article 13 of the National Working Agreement. Letter carriers shall be assigned light duty in their own section, workload permitting. It is also understood that all letter carriers will be furnished work whenever such work is available.

ITEM 16: RESERVING LIGHT DUTY ASSIGNMENTS

Section 1. Carriers' requests for permanent light duty shall be in accordance with Article 13 of the National Working Agreement.

ITEM 17: IDENTIFICATION OF LIGHT DUTY ASSIGNMENTS

Section 1. The following duties will be considered as light duty assignments:

- A. Casing mail on carriers' own route and/or other open routes on a day-to-day basis.
- B. Assisting other routes that require assistance.
- C. Re-labeling carrier cases if needed.
- D. Any other available work within the doctor's limitations.

ITEM 18: IDENTIFICATION OF ASSIGNMENTS TO REASSIGN EMPLOYEES EXCESS

Section 1. For the purpose of administering the overtime desired list, vacation planning, identifying sections for reassignment and posting, the following sections and any new stations and branches established during the life of this agreement are recognized:

- A. Main Post Office

ITEM 19: ASSIGNMENT OF EMPLOYEE PARKING SPACES

Section 1. The installation head shall make every reasonable effort to provide parking for all letter carriers. When Union officials visit the station they shall be provided with available parking.

ITEM 21: SUPPLEMENTAL AGREEMENTS

Carriers will receive up to (2) 10-minute break periods. It will be the carrier's option to take breaks on the street or in the office.

ITEM 22: SENIORITY REASSIGNMENTS AND POSTING

Section 1. Seniority

- A. Seniority rosters will be kept up to date on a semiannual basis and will be posted by craft in all areas and on all boards where bid invitations are posted. Whenever a change is made, a copy will be sent to the President, NALC, Local Branch 283 and a copy given to the steward.

Section 2. Posting

- A. To define posting procedures to be observed, the following schedule and policy is agreed to by the parties of this agreement:
 - 1. Unless otherwise specified in this agreement, the time limits for, posting and awarding vacant assignments shall be as set forth in Article 41 of the National Agreement.
 - 2. Posting of a vacancy shall consist of a notice in writing on the official bulletin boards with a copy being mailed to the President, NALC, Local Branch 283. Such notice shall be in accordance with Article 41, Section 1, B (4).
- B. Carriers desiring a position posted for bid shall submit a bid card. The carrier must sign the bid card.
- C. If a carrier is to be away from the section during the bidding time, the bid may be submitted by a Union representative so long as that representative furnishes a signed statement from the carrier involved, authorizing the representative to act in his/her behalf.

- D.** The bids will be opened and the award(s) verbally announced within 24 hours after the close of the bidding. The President of the Local 283 NALC or designee may be present for the opening of these bid envelopes. Within five (5) days after the close of bidding, a written notice shall be posted announcing the successful bidder and giving the date the successful bidder will be placed into the assignment. A copy will be mailed to the President of Local 283, NALC.
- E.** Supervisors will not give out information on bids received prior to the announcement of the successful bidder, unless it is regarding receipt or non-receipt of a bid. The information regarding receipt or non-receipt will be given only to the carrier making the bid.
- F.** In instances where several assignments are posted, a letter carrier may submit a separate bid card for as many assignments as are posted, starting preference in the following manner:
 - 1.** 1st Choice
 - 2.** 2nd Choice
 - 3.** etc.
- G.** Bidding for vacant assignments will be restricted to letter carriers of the Woodville Post Office with seniority as the determining factor. Bidding for vacant assignments shall be installation-wide.
- H.** All vacant assignments that will be vacant for five (5) days or more shall be posted for temporary bids so that those carriers eligible under Article 41, Section 2. Part (b) of the National Agreement can exercise their seniority and bid on those assignments. In accordance with the National Agreement, they shall carry the assignments for the duration of the vacancy. Said posting shall be posted on the time clock and shall remain posted for two (2) days.