

LOCAL MEMORANDUM OF  
UNDERSTANDING  
COVERING EMPLOYEES IN TULSA MAIL  
PROCESSING AND CUSTOMER SERVICE  
BETWEEN THE TULSA AREA LOCAL OF THE  
AMERICAN POSTAL WORKERS UNION AND  
THE UNITED STATES POSTAL SERVICE  
SEPTEMBER 2021 – OCTOBER 2024

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ITEM 1. ADDITIONAL OR LONGER WASH-UP PERIODS.

The employer shall allow necessary wash-up time to all bargaining unit employees for work performed as defined in the National Agreement.

ITEM 2. THE ESTABLISHMENT OF A REGULAR WORK WEEK WITH EITHER FIXED OR ROTATING DAYS OFF.

APWU Bargaining Unit positions, except MVS Drivers, shall have fixed days off, unless mutually agreed to between the APWU Local President and the Installation Head, (Plant Manager or Postmaster). Scheduling of Postal Support Employee (PSE's) will be in accordance with PSE MOU change.

ITEM 3. THE GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS.

The basic responsibility of a Post Office in a community undergoing civil strife or suffering from natural disaster is to receive, dispatch, and deliver mail, and to perform other normal duties to the maximum extent possible. The paramount factor in making any decision about providing or continuing mail service is the safety of personnel involved. Curfews imposed by local authorities will be considered in scheduling deliveries, collections, or other street services. Curfews will also be considered in reporting and leaving times of employees and in the opening and closing of installations within the area of the curfew. The Postmaster will cooperate to maintain communications between the individual and the community during times of natural disasters, such as floods, tornadoes, and earthquakes.

The matter of an employee's inability to report to work as scheduled will be considered on an individual basis. The employer or his designee will be available for consultation with the Union President on provisions of resumption or continuation of service.

Responsible Postal Officials will determine the utilization of the scheduled work force by the severity of the specific needs of the service with specific emphasis on the preservation of the health and welfare of the employees at the local installation.

ITEM 3. (continued)

When an alleged explosive device has been discovered or an actual explosion has occurred, the facility shall be completely evacuated until all safety measures have been taken and the area declared safe by the proper authorities.

Responsible Postal Officials shall not only consider temperature, but also humidity, air movement, and other factors that can affect the climate of the working environment.

Postal Officials shall make the safety of the employees their prime concern taking appropriate action to protect employees such as, but not limited to, rest breaks to warm up or cool down, reassignment to warmer or cooler work areas.

Under such conditions, when the temperature reaches above 90 degrees or below 50 degrees for the shift maximum consideration will be give to employees who complain of health problems due to working conditions.

ITEM 4. THE FORMULATION OF LOCAL LEAVE PROGRAM.

Unit Managers shall accomplish annual leave bidding by presenting leave period sheets to the senior unit employee for the first bid and then to the next senior employee in turn. Each employee shall have a reasonable period of time to make their selection for the periods they desire.

A. An employee, who is called for jury duty or temporary military duty during his (her) scheduled choice vacation period, becomes eligible for another period in lieu thereof, provided it does not deprive another employee his/her bid.

B. An employee, who has returned to the rolls from extended military duty, shall be allowed to bid for a choice period vacation time.

C. The first choice bidding period shall be from November 1 to December 1. Bidding for the remainder of the choice period shall be from December 2 to December 15 and the schedule shall be posted by December 31.

D. The number of employees allowed off during the leave year shall be determined immediately prior to the bidding for leave.

December 19, 2017

Re: Addendum to the Tulsa Area Local LMOU

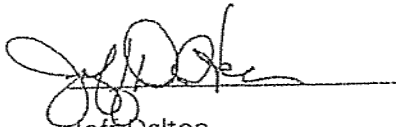
ITEM 4. THE FORMULATION OF LOCAL LEAVE PROGRAM.

- C. The first choice bidding period shall be from November 1 to December 1. Bidding for the remainder of the choice period shall be from December 2 to December 15 and the schedule shall be posted by December 31. The employees will bid with the section they are part of at the time round 1 or round 2 begins. November 1<sup>st</sup> for the first round and December 2<sup>nd</sup> for the second round. If the employee moves during a round prior to their turn to bid within that section, they remain part of that section and will bid when it is their turn within their former section.

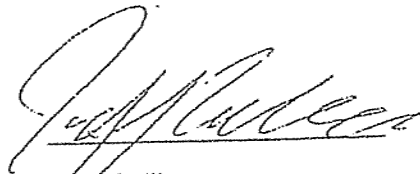


12/19/17

Charley Mose, President  
APWU, Tulsa Local #1348



Jeff Dalton  
Plant Manager, Tulsa



Jeff Callison  
MCSO, Tulsa

ITEM 4. (continued)

E. Units for bidding for the clerk craft shall be:

1. Manual unschemed clerks, Manual Priority clerks, Express clerks by tour
2. Expeditor by Tour
3. Registry Room by Tour
4. DBCS by Tour
5. AFSM by Tour
6. APBS by Tour
7. Each Station & Branch bids as one Annual Leave section.
8. Bulk Mail Entry Unit by Tour
9. General Clerk by Tour.
10. Unassigned Regulars, OWCP (to include Limited duty of 120 days or more) will bid with the Unit they are assigned, by seniority to (i.e., tour, scheme, FSM, Manual, Window, etc.).
11. Clerks with bid relief positions will bid with the positions relieved (in the P&DC only).  
Stations will bid where domiciled.
12. Mailing Requirements clerks by Tour.

F. UNITS FOR BIDDING IN MAINTENANCE (\*See Item 22.D.2) and Motor Vehicle.

1. Maintenance Craft: By tour and level and occupational group.
  - a. Maintenance bid relief positions with positions relieved.
2. Motor Vehicle Craft:
  - a. Motor Vehicle Operators
  - b. Motor Vehicle Facility employees by tour and occupational group.  
(1) Storekeeper and General Clerk are one section, by tour.

G. Those employees who do not bid a period during the choice period bidding shall forfeit all right to a choice vacation period.

H. In the event the employer finds it necessary to cancel annual leave awarded on other than choice bidding cycle, such cancellation shall be made in reverse order of seniority by duty assignment.

I. In order to prevent circumvention of seniority and bidding for leave, trades are not permitted except by mutual agreement between the Postmaster/Plant Manager or designee, and the Union.

ITEM 4. (continued)

In the event an employee has exhausted his/her annual leave balance before the beginning of a vacation period, he/she shall lose entitlement to the bid period. If the annual leave is exhausted due to emergencies, the entitlement is not lost and the employee may request leave without pay.

K. Employees shall be allowed to apply for annual leave or extended tours of duty to attend local union functions. Such request will not be unreasonably denied.

L. Bereavement Leave – Reference Collective Bargaining Agreement Memorandum of Understanding. Additionally recognized immediate family members include mother-in-law and father-in-law.

M. Bids submitted for choice periods shall not include employees on extended sick leave or injury compensation.

N. Periods vacated during the choice period shall be available to the senior employee subject to the following conditions:

1. If an employee has used all time provided by Article 10, Section 1, J, he/she shall not be entitled to an additional period.
2. If an employee is a successful bidder on a period and has a later period during the preferential period, He/she must surrender the later period.

O. Transfer from one unit to another in the same installation in the same craft shall not change a vacation period.

P. At least one employee in each unit will be granted annual leave during the choice periods where 8 or less employees are permanently assigned.

ITEM 5. THE DURATION OF THE CHOICE VACATION PERIOD (S).

A. The choice period for the clerk and motor vehicle crafts shall comprise the first week of the leave year through the last full week of November. No annual leave will be granted during the month of December through December 25. There will be an additional period of December 25 through December 31 (to be considered a full bidding week).

B. Maintenance choice vacation period will be the entire year.

**ITEM 6. THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD.**

A. All employees having consecutive days off shall start vacation periods on the first day following their regularly scheduled non-workday in a service week.

B. Effective the first Choice Vacation Period of Calendar Year 2008 (week of January 5, 2008), the Annual leave template shall be utilized. The template determines the beginning and the ending date of the employee's Annual Leave period based upon the week(s) bid.

C. Stations and VMF will not utilize the template identified in Item 6B, rather, the Stations and VMF will utilize the vacation period of Monday through Sunday of the week bid.

**ITEM 7. WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER FIVE OR TEN DAYS.**

Employees shall be granted annual leave during the choice period(s) as follows:

A. Those who earn 13 days of annual leave per year shall be granted annual leave during the choice periods in units of two 5 working day or one 10 working day periods.

B. Those who earn 20 or 26 days of annual leave per year shall be granted annual leave during the choice vacation period in units of two 5-day working periods, one 5-day and one 10-day working day period, or one 15 day working period.

**ITEM 8. WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.**

Jury duty and attendance at national or state conventions shall not be charged to the choice vacation period.



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

A maximum of 13% of the employees in a unit shall receive leave each week with the exception of the following periods:

- 1) The first full week of April through the last full week of August.
- 2) The week containing the Thanksgiving Holiday.
- 3) The week containing the Christmas Holiday.
- 4) The week containing the New Year's Day Holiday.

During the four periods listed above, the maximum of 15% of the employees in a unit shall receive leave each week. At least one employee in each unit will be granted leave where eight (8) or less employees are permanently assigned.

ITEM 10. ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE.

Posting of annual leave schedules shall be on the unit official bulletin board, and shall constitute official notice to employees.

ITEM 11. DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

The dates of the leave year will be published in the Postal Bulletin/Messenger.

ITEM 12. THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE, DURING OTHER THAN THE CHOICE VACATION PERIOD.

- A. Whenever less than eight (8) hours of annual leave is requested and the Form 3971 is given to the immediate Supervisor on the date the leave is requested, the Supervisor shall give a decision within two (2) hours.
- B. Request for previously unscheduled annual leave of one (1) full tour of duty shall be submitted on Form 3971 in duplicate, no earlier than thirty (30) days and no later than Tuesday prior to the service week, in which the full tour of annual leave is desired. Such requests shall be granted, and the employee so notified, by receiving one (1) copy of the approved Form 3971, no later than 72 hours after the Supervisor receives the 3971, or no later than the Wednesday prior to the service week in which the full tour annual leave is desired, whichever comes first, provided the absence does not exceed the percentage identified in Item #9 of this Agreement. The parties agree that all absences defined as leave by Chapter 5 of the Employee and Labor Relations Manual (ELM) including absences due to on the job injuries and OWCP in excess of 10 days, shall count toward the percentages identified in Item #9 for purposes of administration of this item. Requests shall be granted on first come, first serve basis provided the employee has sufficient annual leave to his/her credit to cover the absence.
- C. If the incidental leave denial is due to maximum number of employees off in a section and a portion of those employees are on extended leave and used to determine the denial, then the employee may request review by the next higher level manager.
- D. Units for bidding for incidental leave are defined in Item #4 of this Agreement.

ITEM 13. THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY.

The Method of selecting employees to work on a holiday shall be as follows:

- A. Volunteers (full-time) whose holiday or designated holiday is, by seniority\*.
- B. PSEs
- C. PTF's
- D. Volunteers (full-time) on their non-scheduled work day, by seniority\*.
- E. Casuals
- F. Non-volunteers (full-time) on their holiday or designated holiday, by juniority.

\*Maintenance Craft using Installation Seniority, see Item 22.D.2

**ITEM 14. WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR.**

(\*Maintenance Craft see Item 22.D.2).

A. Overtime desired lists for all APWU bargaining unit employees shall be posted by craft, section, and tour.

1. Craft shall be defined as clerk craft, maintenance craft, and motor vehicle craft.
2. Motor Vehicle Facility employees by tour.
3. So the tours are understood, the following language defines what a tour is: Every employee who has a begin tour of 20.00 through 03.99 will be a tour 1 employee. Every employee who has a begin tour of 04.00 through 11.99 will be a tour 2 employee. Every employee who has a begin tour of 12.00 through 19.99 will be a tour 3 employee.

B. At least one hour's notice shall be provided to full-time employees on duty when overtime is required. It is understood and agreed that circumstances may occur which cause exceptions.

C. Overtime lists shall be maintained to reflect before tour, after tour and off day opportunities. Employees may select any combination of the three types of overtime and be allowed to designate ten or twelve hours before tour or after tour.

D. In order to ensure a proper rotation of overtime work among qualified employees doing similar work in the work locations where the employees regularly work, the following definitions shall apply:

1. The Overtime Desired List (OTDL) for the clerk craft shall be the same as the Annual Leave Sections unless otherwise noted:

(a) Downtown Station (Page Belcher) – OTDL by Tour

**ITEM 15. THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT.**

UNRESOLVED.

**ITEM 16. THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED.**

UNRESOLVED.

**ITEM 17. THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED TO THE OFFICE.**

Light duty assignments for APWU bargaining unit employees shall consist of assignments that they are able to perform consistent with the nature of their illness or injury, or as specified in the physician's certification for need of light duty. Such assignments are to take advantage of their skills to the greatest extent. The Union shall be notified on cross craft light duty assignments.

**ITEM 18. THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCEEDED TO THE NEEDS OF THE SECTION.**

A. At least once semi-annually, the Union and the Employer will review the retreat rights sections as defined. Any changes or additions shall be made by mutual agreement. These sections are to be used for the exercise of retreat rights as provided in Article 12 of the National Agreement for the purposes of excessing.

B. The reassignment of employees in the Maintenance Craft that are excess to the needs of a section shall be in accordance with Article 38, Section 3K, of the National Agreement.

C. For the purpose of exercising retreat rights in the Maintenance Craft, the sections are defined as occupational groups and tour.

D. For the purpose of exercising retreat rights in the Motor Vehicle Craft the following sections are defined:

1. Vehicle Maintenance, by position designation
2. Vehicle Operations by level

**ITEM 19. PARKING**

At the Main Office, management shall insure each craft employee represented by the APWU and working at the Main Office shall have a parking space on the USPS property within the gates. Each space will be on a first come first serve basis.

Parking at the Mail Processing Facility will be on a first come first serve basis within the designated parking area. One parking space will be designated for the APWU.

ITEM 20. THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE CHOICE VACATION PLAN.

Annual leave to attend union activities requested prior to the determination of the choice vacation schedule is not to be part of the total choice vacation plan.

ITEM 21. THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT.

A. Maintenance Craft

The employer shall notify the union no less than 72 hours prior to an employee being reassigned into the maintenance craft.

B. Motor Vehicle Craft.

Motor Vehicle Craft routes will be posted in accordance with Article 39.2.A.6.

ITEM 22. LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY ASSIGNMENTS AND POSTING.

A. Postings:

- (1) Employees desiring to withdraw a bid must do so in writing. Their request must be submitted to the personnel office prior to the closing date and/or time of the posting.
- (2) The successful bidder shall be announced in the Messenger within 10 days of the closing date of the bid.
- (3) The Union shall be notified when an employee has been announced as successful bidder five (5) times during the lifetime of the current National Agreement.
- (4) Jobs filled by assignment and vacated without a qualified incumbent shall continue to be filled by unassigned regulars until an assigned incumbent qualifies.
- (5) If a posted job is withdrawn, the General President of the Union shall be informed as to the reason upon request.
- (6) When the employer has determined the necessity of abolishing an occupied bid job, the employer must personally contact the employee involved prior to such action being published in the Messenger.

ITEM 22.

A. (continued)

(7) The successful bidder shall be placed in the new assignment within fourteen (14) days, except when awarded a job in the month of December.

(8) Employees will normally work their duty assignments. If it becomes necessary to move employees to perform work outside of bid assignments, where possible, the principle of seniority shall be observed. Employees from other sections and/or crafts shall not be utilized in vacant assignments until bid personnel are returned to their bid assignments.

(9) When a senior employee is not awarded a bid on the basis of not qualifying, the employee shall be furnished the reason in writing upon written request.

(10) The reporting schedule of PSE employees shall be posted prior to the end of his/her normal tour on the previous day.

(11) The 28-day bid cycle process will commence upon signing of this agreement within our first posting under this process (signed by Paul Eller, USPS and Terri Bullis, APWU 12/1/2009). Subsequent bid postings will occur every 28<sup>th</sup> day thereafter. When it is necessary to correct a posted bid, the bid will be cancelled and the corrected posting will occur during the next posting cycle. If the posting date falls on a holiday, the following business day will be the posting date.

(12) An updated seniority list will be provided to the union and will be posted on all official bulletin boards quarterly.

B. Details:

(1) When it is necessary to augment another craft with employees of the clerk craft for the purpose of unloading trucks and trailers, clerk craft employees shall be used in the following order:

- a. PSE employees in the immediate area.
- b. Full-time and NTFT employees in the immediate area.
- c. PSE employees in other areas.

(2) When time permits, special short-term auxiliary assignments shall be announced, and employees who are regularly scheduled on the tour they occur may express in writing a desire to perform such duties.

ITEM 22. (continued)

C. Bidding – Clerk Craft

- (1) Vacant clerk craft duty positions shall be posted and filled in accordance with Article 37, Section 3, National Agreement. Vacant clerk craft duty assignments shall be posted for ten (10) days. Bids must be received at the place and time specified in the posting.
- (2) When the senior bidder becomes qualified or is already qualified on the scheme requirements of the duty position, he/she shall be placed in the new assignment within fourteen (14) days, except in the month of December.
- (3) When an employee is designated as successful bidder and remains a live bidder on other bids, the employee shall notify management in writing within ten (10) days of his/her election to remain a bidder on one or more of those assignments. The notice shall identify the assignment(s) by job and posting number. Failure to notify within (10) days will cancel such other bids.
- (4) An unassigned full-time employee with a fixed schedule shall bid on duty assignments posted for bid by employees in the craft. If the employee does not bid, or is the unsuccessful bidder, such employee shall be assigned to any residual assignment. The employee's preference will be considered if there is more than one assignment available and shall be honored except where an employee can be assigned to an available duty assignment for which he/she is currently qualified (including scheme requirements).
- (5) Unassigned full-time employees on permanent light duty assignment, or who become unassigned full-time employees while absent on injury compensation, shall not be subject to the provisions of subparagraph 4 above until they are physically capable of full employment.
- (6) Whenever a clerk craft position is awarded in the Messenger which requires scheme knowledge, such announcement shall note whether the employee is currently qualified.
- (7) When a station or branch is relocated, affected clerk craft assignments shall not be posted for bid provided there is no change in days off or starting time of more than one (1) hour or essential scheme(s).
- (8) A duty assignment must be reposted if the essential scheme assignment as posted in the original bid is changed.
- (9) If non-essential scheme(s) is added to a position, whether to post or not shall be a joint determination of the Local Union President and the Installation Head (Plant Manager or Postmaster).

ITEM 22. (continued)

Bidding – Clerk Craft (continued)

(10) If non-essential scheme(s) is taken off a bid assignment, such assignments shall not be reposted.

(11) If the scheduled starting time of duty assignment is changed more than one (1) hour, the assignment shall be reposted. This includes a change in any one day.

(12) Principle Assignment Area

Definition of the principal assignment area: The Principle assignment area is considered as the same as the retreat rights section.

Any time a bid assignment is changed that results in the principal assignment area (retreat rights section) to be changed, the bid assignment will be posted for bid with the new principal assignment area indicated in the new bid posting.

D. Maintenance Craft

(1) When a preferred assignment is moved from one unit to another due to administrative action, the incumbent shall move with the assignment.

(2) Installation seniority shall be used for the selection of overtime assignments, Holiday scheduling, and leave selections/bidding ONLY. This provision does not apply to any other provision other than overtime assignments, Holiday selections, and leave selection/bidding.

E. Motor Vehicle Craft

Bids for vacant craft duty assignments shall be posted for seven (7) days.



- ITEM 23. The employer recognizes the Local Union Mechanization and Automation Committee, and shall consider any recommendations submitted.
- ITEM 24. Any employee who reports for duty on time and finds that he/she has no time-card shall not be counted late if he/she immediately reports to his/her supervisor, or to another area supervisor.
- ITEM 25. Employee requests, submitted in writing, for changes in days off or exchange of non-work days to attend Military Reserve Drills, shall not be unreasonably denied.
- ITEM 26. The Union may make request for Light Meter Tests at any work location. Such tests must be made within five (5) days.
- ITEM 27. Employees issued safety equipment shall be allowed reasonable time to examine, adjust and otherwise adapt to same for their personal use.
- ITEM 28. The Employer shall grant any employee sufficient time to secure proper clothing and prepare for assignment outdoors in cold or inclement weather.
- ITEM 29. There shall be monthly Labor-Management meeting scheduled at the mutual convenience of the Parties, except December. The meeting will adjourn within two (2) hours. The time and date for the meeting may be changed by mutual agreement.
- A. Labor-Management agenda Items may be exchanged 72 hours prior to such meeting.
  - B. If monthly Labor-Management meetings are held and there is no agenda submitted by either party to this agreement, said meeting shall be spent in a discussion of sections of the National Agreement.
  - C. Local Labor-Management meetings will be held on an informal basis.
  - D. The Union may take exception to a disposition which the employer renders at a Labor-Management meeting. If this happens, the minutes of that Labor-Management meeting shall contain a statement to that effect.
  - E. Minutes of the meeting must be signed by the APWU President.
  - F. Sufficient copies of the Labor-Management meeting minutes must be furnished to the Union.
  - G. The total number of representatives from the Union will not exceed six (6) people. The number compensated by the employer will not exceed one, except that the APWU may have present a designee representing a different craft within the APWU if there is an item on the agenda pertaining to that craft. That individual will be compensated on a no gain, no loss basis for time necessary to dispose of that specific item.


ITEM 30. Names and Job Classifications of all new employees shall be furnished to the Union.


ITEM 31. The Union shall be notified and/or consulted relative to formulating, changing or implementing policies of working conditions affecting the crafts represented.

ITEM 32. The Union may provide a rack for the distribution of Union Information in the break room. It shall be the responsibility of the Union to keep such literature racks in an orderly fashion.

ITEM 33. If business conditions will not permit attention to a grievance, the Supervisor will set a time or notify the employee when business conditions will permit.

This Memorandum of Understanding (LMOU) is entered in on 10/17/2016  
at Tulsa Oklahoma between the Representative of the United States Postal Service and the Designated Agent of the Tulsa Oklahoma Area Local of the American Postal Workers Union, Pursuant to the Local Implementation Provisions of the 2015 National Agreement with the American Postal Workers Union.

  
\_\_\_\_\_  
PRINTED NAME JEFFREY D. DALTON  
For the United States Postal Service

  
\_\_\_\_\_  
PRINTED NAME Charley Mose  
For the American Postal Workers Union

# CLERK AND MAILHANDLER ANNUAL LEAVE BID TEMPLATE

Per 2007 LMOU Agreements with APWU and Mail Handler Unions. This template will be used to clarify when AL starts. Service talks will be given within the next two weeks and a template provided to every employee.

Effective the first Choice Vacation Period of Calendar Year 2008 (week of January 5, 2008), the following Annual leave template shall be utilized. The template determines the beginning and the ending date of an employee's Annual Leave period based upon the week(s) bid.

NSD	Sat/Sun		Mon	Tue	Wed	Thu	Fri
Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Prior	X	X					
Week Bid	X	X	AL	AL	AL	AL	AL
Following	X	X					

NSD	Sun/Mon		Tue	Wed	Thu	Fri
Week	Sat	Sun	Mon	Tue	Wed	Thu
Prior		X	X			
Week Bid		X	X	AL	AL	AL
Following	AL	X	X			

NSD	Mon/Tue		Wed	Thu	Fri	
Week	Sat	Sun	Mon	Tue	Wed	Thu
Prior			X	X		
Week Bid			X	X	AL	AL
Following	AL	AL	X	X		

NSD	Tue/Wed		Thu	Fri			
Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Prior				X	X		
Week Bid				X	X	AL	AL
Following	AL	AL	AL	X	X		

NSD	Wed/Thu		Fri				
Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Prior					X	X	AL
Week Bid	AL	AL	AL	AL	X	X	
Following					X	X	

NSD	Thr/Fri		Sat	Sun			
Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Prior						X	X
Week Bid	AL	AL	AL	AL	AL	X	X
Following						X	X

NSD	Fri/Sat		Sun	Mon	Tue	Wed	Thu
Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Prior	X						X
Week Bid	X	AL	AL	AL	AL	AL	X
Following	X						X