

**LOCAL MEMORANDUM OF  
UNDERSTANDING**

**BETWEEN**

**NATIONAL ASSOCIATION OF LETTER  
CARRIERS  
CENTENNIAL BRANCH, 5996**

**AND**

**UNITED STATES POSTAL SERVICE  
LITTLETON, COLORADO**

**2023-2026**

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This Memorandum of Understanding, made and entered into at Littleton Colorado, BY and BETWEEN Authorized Management Representatives of the United States Postal Service, hereinafter the Employer, and Centennial Branch 5996 National Association of Letter Carriers, hereinafter the Union, pursuant to the Local implementation Provisions of the 2023 National Agreement constitutes the entire agreement of local implementation of the terms of the 2023-2026 National Agreement, plus those items, if any, from this office which are resolved per the agreed-upon impasse procedure.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this MEMORANDUM OF UNDERSTANDING the month and year first written above.

## ARTICLE 8 — HOURS OF WORK

### **Section 2. Work Schedules**

- a. All full-time regular carriers will be on a rotating work schedule except:
  - 1. Fixed work schedules may be established by mutual agreement of the installation head and the union president for certain operational situations, such as, but not limited to, parcel post delivery, business routes, and router positions. Non-scheduled days for fixed work schedules will be consecutive. Any change from a fixed work schedule to a rotating work schedule must be mutually agreed to by the installation head and the union president.

### **Section 3. Exceptions**

- a. Work assignment on Sunday shall be equitably afforded to PTFS, City Carrier Assistants (CCA) employees who volunteer and who have not opted for another assignment during the same service week. If there are no volunteers, part-time flexible and CCA employees will be utilized on a rotating basis.

### **Section 4. Overtime Assignments**

- 1. List will be by sections. Sections shall be defined as:

Centennial  
Main Office  
Columbine Hills  
Highlands Ranch  
Ken Caryl  
Additionally, new delivery units as established

- 2. List to be divided, by each section, into four (4) parts.
  - A. Carriers desiring to work overtime on their own assignment(s) on their regularly scheduled days.
  - B. Carriers desiring overtime on their regularly scheduled days.
  - C. Carriers desiring overtime on their non-scheduled days.
  - D. Carriers desiring overtime on both their non-scheduled day and regularly scheduled.

### Section 9. Wash-up

- a. All letter carriers will be granted wash-up time not to exceed five (5) minutes before lunch and five (5) minutes before going home. Letter carriers will be granted wash-up time as the need arise after doing dirty work or handling toxic materials.

## ARTICLE 10 - LEAVE

- A. The letter carrier choice vacation period will run concurrently with the Postal Service leave year.
- B. During the life of this agreement, if requested, annual leave will be granted to 13% of Letter Carriers, including Part-Time Flexibles (PTF) and City Carrier Assistants (CCA). The rounding rule will apply. Any fraction .51 or over will raise the maximum number by one (1) any fraction .50 or less will be dropped.
  1. The leave percentage will include: annual leave, military leave, and long-term sick leave up to 90 days. Leave shall not be denied on the speculation that sick leave or overtime might be required.
  2. At least one carrier in the delivery unit will be granted leave when ten (10) or less employees are permanently assigned.
  3. The granting of vacations shall be on seniority basis by sections for Letter Carriers and Part-Time Flexibles (PTF) and by relative standing order by sections for City Carrier Assistants (CCA).

Granting of annual leave to PTF/CCA employees will be contingent upon the employee having a sufficient annual leave balance when the leave is taken. Management will confirm the available annual leave balance for all PTF/CCA employees 30 days prior to the scheduled leave being taken. If the PTF/CCA employee will not have a sufficient leave balance for the annual leave period approved, the entire leave period will be reverted and posted for bid immediately and remain posted for 5 calendar days. Bids for vacated weeks will be awarded to the senior bidder and if unbid by Carrier Letter Carriers, to the PTF/CCA bidder with the most relative standing. Full week bids will have precedence over partial week bids.

4. Leave slots are to be determined by corresponding percentages as of November 1 of the preceding leave year.
- C. There will be an initial round of bidding during which carriers may sign up for no more than three (3) consecutive weeks. Article 10, Section 3.d.1 and 3.d.2 of the National Agreement are applicable. After completion of the initial round, a second round sign-up will be provided for employees to sign-up for annual leave advanced to them in the postal service leave year. After completing the first and second rounds, a third round of incidental leave will be granted based on seniority for all annual leave which was not allocated in the first and second rounds. No reversions of annual leave will be granted until all three rounds are completed.
  1. Vacation bidding for the following leave year will begin the day after Veteran's Day. The first and second round of vacation bidding should be completed by the beginning of the new year.
  2. Failure to supply bid dates within 48 hours of being notified you are eligible to bid will result in being passed over.
  3. Each letter carrier will submit following their selection of vacation periods, Form 3971 in duplicate, filling in all applicable items. The 3971 will be acted on and a copy returned to the carrier within one week of completion of the vacation bidding process.
- D. After the two rounds of vacation bidding, annual leave will be granted up to the allowable percentages in Section B in accordance with the following:

1. Requests for leave must be submitted prior to 12:00 (noon) Tuesday preceding the service week in which the leave is requested. Requests should be submitted in triplicate. The supervisor, upon receipt will sign and date the form and return a copy to the applicant. The 3971 will be acted on by Wednesday following the request.
2. Incidental leave will be awarded on first come, first served basis, awarded by seniority/ relative standing (CCAs) amongst employees submitted on the same day.
3. Management has the authority to deny annual leave requests when the honoring of all currently approved leave would result in the employee being in a LWOP status. Incidental leave granted in excess of an employee's entitlement, (the amount carried over plus the amount to be earned during the leave year) will not be counted against the leave percentages.

E. Leave for union conventions will not be charged to the choice vacation period.

F. Jury duty will not be charged to the choice vacation period.

G. A carrier reverting a vacation period will be required to give at least ten (10) calendar days notice in writing of his/her intention. Any such vacation period shall be posted immediately and remain posted for five (5) calendar days. Posted reverted annual leave for which there are no bidders will not be available for any future incidental leave request. Carriers reverting a vacation to less than a week must take at least two (2) days of annual leave, excluding days off or holidays. In an emergency, where less than ten (10) days notice is given or if less than a full week is vacated, the vacated periods shall not be posted. Bids for vacated weeks will be awarded to the senior bidder. Full week bids will have precedence over partial week bids.

H. The leave week will be Sunday through Saturday.

- I. No trading of vacation will be allowed without the approval of the President of Branch 5996 and the Postmaster.
- J. Employees who have a full tour of annual leave scheduled and approved on the day preceding or following their holiday or non-scheduled day will not be required to work over-time on their holiday or non-scheduled day. However, if they do desire, employees on the ODTL may advise the supervisor in writing of their availability to work.
- K. Any carrier transferred/bid from one station to another will remain on the losing station's leave board and will not be added to the gaining station's leave board.

## ARTICLE 11 - HOLIDAYS

### *Section 6. Holiday Schedule*

- A. Management will select carriers to work on holidays in the following order:
  - 1. CCA carriers to the maximum extent possible, even if the payment of overtime is required.
  - 2. Part-time flexible carriers to the maximum extent possible, even if the payment of overtime is required.
  - 3. Full-time regular, full-time flexible and part-time regular carriers who volunteer to work on their non-scheduled day, their holiday or day designated as their holiday, by seniority.
  - 4. Full-time regulars, full-time flexible, and part-time regular carriers who did not volunteer on what would otherwise be their holiday or designated holiday, by inverse seniority.
  - 5. All other non-volunteer full-time regular, full-time flexible and part-time regular carriers on what would otherwise be their non-scheduled day, by inverse seniority.

- B. If after the posting period a need develops for additional or replacement employees, employees shall be selected according to the same order as above, by availability.

## **ARTICLE 13 - ASSIGNMENT OF ILL OR INJURED REGULAR WORK FORCE EMPLOYEES**

### *Light Duty Assignments*

- a. Every effort shall be made to provide light duty assignments to requesting employees. All proposed light duty assignments must be within the carrier's medical restrictions. After all efforts to identify an assignment within the employee's craft or occupational group have been exhausted, consideration will be given to reassignment to another craft or occupational group within the installation.
- b. Management will give each light duty request careful consideration and will notify the union president or designee if the request is denied.
- c. Upon written request for light duty assignment from an eligible carrier craft employee, first consideration for a light duty assignment will be given to the employee's duty station if work is available within the employee's medical restrictions.
- d. Temporary light duty assignments for an eligible carrier will include any job in the installation, which is not contrary to the carrier's medical restrictions.

## **ARTICLE 14 - SAFETY AND HEALTH**

### **Section 2. Cooperation**

- a. No vehicle will be assigned to a carrier unless it can be reasonably expected to conform to recognized safety standards.

### **Section 3. Curtailment of Services**

- a. In the interest of letter carrier's safety and health, as well as for protection of the mails, the employer shall consider the need to exercise their

authority to curtail or terminate Postal operations to conform to orders of the local authorities or as local conditions warrant because of emergency conditions. The employer will advise the Branch President or designee of a decision to curtail or terminate operations as soon as practical. After a thorough review of local authority declarations when Postal authorities declare an emergency condition exists which endangers the well-being of a carrier, they shall take prompt action to alleviate such danger. At such time when a carrier is outside the office an earnest effort will be made to notify the carrier of the emergency. If the carrier is not notified, it is natural for the carrier to determine the proper action to take based upon his/her mature good judgment, and the carrier shall communicate his/her actions with management as soon as possible.

## **ARTICLE 20 - PARKING**

### **Section 1.**

Parking spaces shall be made available to letter carrier craft employees according to office wide seniority (all crafts) when the USPS makes parking space available to the Littleton Post Office.

## **ARTICLE 26 — UNIFORMS**

### *Section 1. Scheduled for Wearing of the Uniforms*

- a. Career City carriers/CCAs may wear either summer or winter uniforms, as appropriate, provided said uniform meets US Postal Service regulations.

## ARTICLE 41 - LETTER CARRIER CRAFT

### Section 1.A. Posting

#### 7. Bidding

1. In the instances where several assignments are posted, a letter carrier may bid for as many assignments as posted, stating his preference in the following manner: First Choice, Second Choice, Third Choice, Fourth Choice, Etc.
2. Letter carriers applying for an assignment shall make a bid in writing during the period for which the notice is posted. The employees' bid must be place in the bid box at the station before the close of bidding.
3. The branch president or his/her designee shall be present at the opening of job bids affecting the carrier craft.
4. The above (1 thru 3) will apply if electronic bidding is not available.

### Section 1.B — Method of Posting

1. A copy of letters, posted notices, or communications issued by the local management relating to local policy or local matters affecting the letter carrier craft, shall be furnished to the president of Branch 5996 at the time of issuance.
2. All full-time carrier assignments, vacant duty assignments or newly established duty assignments, including the T-6 assignments shall be posted for seven (7) days.

## **Section 1C — Successful Bidder**

1. 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, 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 assignment(s) was abolished shall be posted in accordance with the posting procedures in this Article.

The posting for bid of routes and full-time duty assignments in the circumstances described above shall be restricted to the affected delivery unit. This shall be an exception to the procedures for posting duty assignments provided in Article 41 of the National Agreement and in this Local Memorandum of Understanding.

2. Successful bidders for T-6 carrier positions will work duty assignments as posted. In the event a regularly assigned carrier is requested to work on their non-scheduled work day, they shall be assigned to work on their own route only if the T-6 carrier can be reassigned within their swing. This provision applies equally to carriers who have successfully put in for a higher level assignment for a T-6 vacancy of five (5) or more days duration.

## **Section 1D — Opting**

1. Reserve and Unassigned Full-time Letter Carriers, and Full-time Flexible and Part-time Flexible Carriers may exercise their preference by use of their seniority for vacation scheduling and for available full-time craft duty assignments of anticipated duration of five (5) days or more in the delivery unit to which they are assigned. Such exercise of preference shall be referred to as opting.

City Carrier Assistant (CCA) may exercise their preference by use of their relative standing for available full-time craft duty assignments of anticipated duration of five (5) days or more in the delivery unit to which they are assigned. Career carriers who exercise their right for available full-time craft duty assignments of anticipated duration of five (5) days or more in the delivery unit to which they are assigned have preference over CCA.

2. No auxiliary routes will be made available to opt.

3. Notice of a temporary letter carrier craft duty vacancy of anticipated duration of five (5) days or more (Opting Opportunity) will be posted the day that the unit management becomes reasonably aware that the vacancy is to occur. The posting of the Annual Leave Calendar will constitute notice of vacancies due to carriers on annual leave.
4. The posting will be in the immediate proximity of the station Annual leave Calendar or a place mutually agreed upon by the station manager and the NALC steward. The route number, beginning date and ending date (if known) will be shown on the posting.
5. The cut-off time for submission of Opt will be the close of business Tuesday of the week prior to the beginning of the vacancy except when the following service week includes a holiday. For vacancies during service weeks that include holidays, the cut-off time will be the close of business Monday of the week preceding the vacancy.
6. In order to enforce submission of Opt; Opts must be submitted directly to a supervisor. The supervisor is to initial and date upon receipt. Opts should be submitted in duplicate and the employee should keep a copy.
7. If an Opt results in three (3) non-scheduled days, the employee will be scheduled in accordance with service needs.

## ARTICLE 43 - SEPARABILITY AND DURATION

### Section 1.

This Memorandum of Understanding shall continue in full force and effect from July 1<sup>st</sup>, 2025 of this Memorandum for duration of the 2023- 2026 National Agreement. However, it shall be extended to the close of any period of local negotiations or be reopened for local negotiations or terminate as determined by the parties to the National Agreement.

### Section 2.

This Local Memorandum of Understanding may be reopened for negotiation during the period in effect only by the mutual agreement of the NALC President and the Installation head.



Andrea Gunnarson, Acting Postmaster (A)  
United States Postal Service  
Littleton, CO 80130-9998  
Date: 6/10/2025



Kelli Robles  
Kelli Robles, President  
NALC  
Centennial Branch 5996  
Date: 6/10/2025