

LOCAL MEMORANDUM
OF
UNDERSTANDING
BETWEEN
THE
NATIONAL ASSOCIATION OF LETTER CARRIERS
(NALC)
CENTENNIAL BRANCH 5996
AND
U.S. POSTAL SERVICE
(USPS)
AURORA POST OFFICE
2023-2026

This Agreement (referred to as Local Memorandum of Understanding) is entered into as of June 4th, 2025, between Aurora Post Office (hereinafter referred to as Management) and Branch 5996 of the National Association of Letter Carriers (hereinafter referred to as the Union).

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ARTICLE - 3.F

GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATION TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS

After a thorough review of local authority declarations of emergency conditions, postal authorities will take prompt action to alleviate or control the danger. In taking this action, postal authorities will take into consideration the advisement of local civil authorities and the prevailing community response during the emergency situation. Whenever there is a question of whether the postal operations should be curtailed, the local NALC President has the right to immediately discuss the situation with the Postmaster (or his designee). Any adverse decision by the postmaster shall be subject to the grievance procedure.

When an emergency occurs that may affect the employee's well-being during the time they are outside the office where management communications cannot be given to them in a timely manner, it is natural for the employee to determine the proper actions to take based upon mature good judgment. When and if such is done, the employee shall communicate with management as soon as possible.

Management shall notify all personnel as necessary to Aurora's policies concerning these emergencies such as which radio and/or TV stations are considered official voices of the U.S. Postal Service. This information is posted as a permanent posting on official bulletin boards.

ARTICLE — 8.5.B

OVERTIME DESIRED LIST

- A. List to be by stations.
- B. List to be divided by each station into three (3) parts.
 - 1. Carriers desiring to work overtime on their own assignment(s) on their regularly scheduled days.
 - 2. Carriers desiring overtime on their regularly scheduled days.
 - 3. Carriers desiring overtime on their non-scheduled days.
- C. A list of overtime hours worked and opportunities offered for B.2. and B.3 above will be posted on the bulletin board of each station, updated weekly and totaled quarterly. The list will indicate each employee's accumulated overtime opportunities.
- D. If a carrier desires to do both B.2 and B.3, they can do so by signing both ODLs. They volunteer to work up to 12 hours per day on both their scheduled and non-scheduled days.

ARTICLE - 8.9

WASH-UP TIME

It is agreed that letter carriers should be granted such time as is reasonable and necessary for washing up after performing dirty work or incident to personal needs.

ARTICLE - 10

LOCAL LEAVE PROGRAM

- A. The letter carrier choice vacation period will run for 365 consecutive days (366 in leap year) beginning the first day of the first full pay period of the calendar year.
 1. If requested, annual leave will be granted to 14% of the letter carriers, including Part-time flexibles (PTF) and City Carrier Assistants (CCA), for each leave week in both the first and second rounds of annual leave bidding, excluding the month of December. Before the second round of bidding begins the parties will determine the projected 5-day break-in-service for all CCA carriers and identify them by name. The annual leave slots coinciding with each 5-day break-in-service will be filled with the name of the CCA projected to serve the break. In the event circumstances arise wherein the CCA will not be on the projected 5-day break-in-service the leave slot will be posted for bid immediately and remain posted for four (4) calendar days. Bids for vacated weeks will be awarded to the senior bidder and if unbid by Career Letter Carriers, to the CCA bidder with the most relative standing. Full week bids will have precedence over partial week bids.

During the month of December, starting with the week that includes December 1st and ending with the week that includes December 31st, annual leave will be granted to 10% of the letter carriers each week, if requested.
 2. After completion of the first and second rounds of bidding, all other annual leave requests will be classified as incidental leave and will be granted up to 13%, excluding full weeks in December in which incidental leave will be granted up to 10%.
 3. The 13% may include up to 90 days of each of the following leave categories:
 - military leave and absences due to military duty
 - leave to attend union conventions
 - court leave over five days
 - maternity/paternity leave
 - Continuation of Pay
 - Long-term sick leave including annual or LWOP in lieu of sick leave
 - Wounded Warrior Leave
 - a. Leave in the above categories will be counted against the leave percentage when approved in advance by Management on Form 3971
 - b. Any such leave reverted will be taken off the leave board,
 - C. Any other leave without pay not stipulated above will count against the percentage only when the Postmaster and Branch President have mutually agreed.

Annual leave will not be denied on the speculation that sick leave might be used, or overtime might be required.

4. In applying the 14% and 13%, any fraction over .50 (rounding rule applies) will mean one additional employee. Any fraction of .50 or less will be discarded except that at least one carrier in the delivery unit will be granted leave where 10 or less carriers are permanently assigned.
5. Leave slots are to be determined by corresponding percentage as of November 1st of the preceding leave year.
 - A. Notice shall be given to all employees no later than November 1st advising them to plan their annual leave bid for the upcoming leave year.
 - B. Leave bidding will commence no later than November 15th and shall end no later than December 31st.
 - C. Failure to supply bid dates within 48 hours of being notified you are eligible to bid will result in being passed over. The 48 hours will not include a non-scheduled day.
6. Allowable leave percentages will not include annual leave approved beyond the employee's annual leave availability, unless the Postmaster and NALC Branch President mutually agree. Management has the authority to deny annual leave requests when the requesting carrier already has approved annual leave equal to the carrier's leave availability. The annual leave availability is the total of annual leave carried over from the previous year plus the amount to be earned in the current leave year. NOTE: Carriers must realize that they might have to revert a previously approved period of annual leave in order for management to grant an incidental leave request if the carrier does not have sufficient annual leave to cover both periods.

B. Carriers who earn 13 days annual leave per year and CCA employees shall be granted up to 10 days (on their initial request) of continuous annual leave during the choice vacation period at the option of the employee and consistent with the established bidding procedures by seniority, and then by relative standing. Granting of annual leave to CCA employees will be contingent upon the employee having a sufficient annual leave balance when the leave is taken. The NALC will confirm the available annual leave balance for all CCA employees 30 days prior to the scheduled leave being taken. If the 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 four (4) calendar days. Bids for vacated weeks will be awarded to the senior bidder and if unbid by Career Letter Carriers, to the CCA bidder with the most relative standing. Full week bids will have precedence over partial week bids.

C. Carriers who earn 20 or 26 days of annual leave per year shall be granted up to 15 days (on their initial request) of continuous annual leave during the choice vacation period at the option of the employee and consistent with the established bidding procedures by seniority.

D. Carriers, PTF and CCA employees may (on initial request) at their option, make two selections during the choice period in units of either five or 10 working days, the total not to exceed the 10 or 15 days above.

E. A second bidding round will afford carriers and CCA employees the opportunity to select

additional weeks. The second round will be administered in the same manner as round one.

1. Each carrier, PTF and CCA employee 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 immediately.
- F. The remainder of employee's annual leave shall be granted in accordance with the limitations of this article, if requested by the employee. The employee must submit PS Form 3971 in either duplicate or triplicate no later than 10:00 AM on Tuesday prior to the service week in which annual leave is desired.
 1. If the employee submits PS Form 3971 in duplicate, the supervisor, after acting, will return the duplicate copy to the employee.
 2. If the employee submits PS Form 3971 in triplicate, the supervisor will sign and date the triplicate copy in the appropriate block acknowledging his notification and return that copy to the employee immediately. Then, once the supervisor has acted on the request, the duplicate copy will be returned to the employee.
 3. Approval or denial for all other (incidental) annual leave requests received after the closing of the bidding rounds will be given within 72 hours, but not later than the Wednesday prior to the service week in which the leave is requested. Leave requests not acted on and returned to the carrier as specified in this provision will be considered approved if there was space available up to the allowable percentages when the request was submitted.
 4. Incidental leave will be awarded on a first come, first served basis, awarded by seniority and then relative standing amongst employees submitting on the same day. It is the responsibility of the employee to ensure that the receiving supervisor notes the correct time of submission.
- G. Any reverted leave must be approved by the President or designee of Branch 5996 and the Postmaster or designee. Vacated bid leave will only be posted when at least two weeks notice has been given to management. Only full week periods of vacated leave will be posted. The posting will be for a four-day period unless otherwise mutually agreed. At the end of the posting period, the reverted annual leave will be awarded to the senior bidder. However, complete week bids will have precedence over partial week bids for reverted leave.
- H. The leave week will, for vacation purposes, be from Monday through Sunday.
- I. No trading of vacation will be allowed.
- J. The granting of vacations shall be on a seniority and then relative standing basis by station.
- K. Any carrier, PTF or CCA employee transferred/bid from one station to another will remain on the losing station's leave board and will not be added to the new station's leave board.

ARTICLE— 11.6

HOLIDAY WORK

The method of selecting employees to work on a holiday is as follows:

1st Selection: All City Carrier Assistants (CCA) to the maximum extent possible, even if the payment of overtime is required.

2nd Selection: All part-time flexible carriers (PTF) to the maximum extent possible, even if the payment of overtime is required.

3rd Selection: All full-time, full-time flexible, and part-time regulars who have volunteered to work on their now-scheduled day, their holiday or day designated as a holiday, by seniority.

4th Selection: Full-time, full-time flexible, and part-time regulars who have not volunteered to work on their holiday or day designated as a holiday by juniority.

5th Selection: Full-time, full-time flexible, and part-time regulars who have not volunteered to work on their now-scheduled day by juniority.

The overtime desired list is not used when scheduling for holiday coverage.

The scheduled hours of work on the holiday need not coincide with the employee's regular schedule.

Career Carriers 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 on their holiday or non-scheduled day.

Management will make every effort to excuse City Carrier Assistants from Holiday work who have a full tour of annual leave scheduled and approved on the day preceding or following a CCA holiday.

ARTICLE - 12.5.C.4

ASSIGNMENTS COMPRISING A SECTION

When it is proposed to reassign within the Aurora installation employees excess to the needs of a section, pursuant to Article 12.5.C.4 of the National Agreement, a section shall be defined as a station/delivery units and those new delivery units that may be established. These stations are: Aurora Main Office, Hoffman Heights, Gateway, and Tower.

And shall include any other stations added during the life of this Local Memorandum of Understanding.

ARTICLES — 13.3A & C

LIGHT DUTY ASSIGNMENTS

- A. The installation head or designee shall show the greatest consideration to all carriers requesting temporary light duty assignments. Assignments of eligible carriers will include any job in the installation within the carrier craft not contrary to the carrier's physical condition.
- B. In the event that a light duty assignment is requested by an eligible carrier craft employee, the branch president will be immediately notified if request is denied.
- C. First consideration for light duty assignment will be given to the individual's duty station if the work limitation contained in the medical recommendation can be satisfied and work is available at the duty station.
- D. In most instances, the duration of any temporary light duty assignment will be for up to 30 days with an extension on proper medical recommendation.
- E. After all efforts to reassign an eligible carrier within their own craft have been exhausted, consideration will be given to reassignment in another craft within the same installation.

ARTICLE — 20

EMPLOYEE PARKING SPACES

A Joint Parking Committee will be established consisting of one representative from APWU, if they choose to be involved, one representative from NALC and one representative from Management. Each committee member will have an equal vote. Any available employee parking spaces will be determined at the station level by both Unions and Management. Should any disputes arise; the Parking Committee will be called upon to resolve the problem.

ARTICLE 41.1.A.3, 1.B.2-3, 1.C.4-3, 3.M & O CRAFT PROVISIONS

- A. Rotating days off for all full-time regular city letter carriers with the exception that fixed consecutive days off may be established by mutual agreement between the President of Branch 5996 and the installation head.
- B. The following principles are to be applied when assigning full-time regular letter carriers scheduled to work on their non-scheduled day or their designated holiday. This section only applies to prior workday scheduling.
 1. Carriers working their holiday or non-scheduled day will have preference over CCAs, PTFs and reserve regulars (not holding OPTS) to their own permanent bid assignment (Carrier Technician's within their bid string).
 2. Conflicting rights to assignments will be resolved by seniority.
- C. If electronic bidding is not available, the Branch president or designee shall be present at the opening of all bids concerning the letter carrier craft.
- D. Full-time reserve, unassigned, part-time flexible, 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. Auxiliary assignments are not covered by this agreement.

City Carrier Assistant (CCA) carriers 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 CCAs.

Notice of a temporary letter carrier craft vacancy of anticipated duration of five (5) days or more is to be posted by close of business seven (7) days prior to the cut-off time for submission of preference OPTS, which will be 12:00 noon Tuesday for vacancies occurring in the following service week. For holiday weeks, the cut-off will be 12:00 noon the preceding Monday, with the posting seven (7) days prior. If the vacancy is not reasonably known and posted in accordance with the above requirement, the station manager-designee and NALC steward designee will determine a reasonable posting method.

The location of the posting will be at a place mutually agreed upon by the NALC steward and station manager and will include the route number of the vacancy, the beginning date of the vacancy and the anticipated duration of the vacancy, if known.

Where the ending dates are listed on the posting, the OPT will end on that date. A "duration" opportunity will continue for as long as the duty assignment remains vacant.

In order to enforce this opting policy, OPTS must be submitted in writing directly to a supervisor. Supervisor is to initial and date upon receipt. OPTS should be submitted in duplicate and the carrier should keep a copy. OPTS will be awarded to the senior carried on Wednesday preceding the service week that the vacancy is to occur.

- E. A copy of letters, posted notices or communications issued by the employer relating to policy or matters which affect the letter carrier craft shall be furnished to the President of Branch 5996 prior to or at the time of issuance
- F. 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 the unit held by letter carriers who are junior to the carrier(s) whose route(s) or full-time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this Article.

Miscellaneous Craft Provisions

- A. Winter or summer apparel may be worn optionally on a year-round basis.
- B. When the carrier and management determine there is no suitable place to eat lunch on the route, a carrier must request authorization from management for permission to have lunch at an alternate location. Such requests will not unreasonably be denied. Travel time and lunch not to exceed time allotted normally thirty (30) minutes. The closest place will be noted on the 1564-A of the carrier's route book by the signature of the supervisor at the unit where the route emanates.

CLOSING STATEMENT

The Local Memorandum of Understanding has been negotiated in good faith by all parties involved agree to abide by the provisions set forth herein.

Every item contained within the Local Memorandum of Understanding shall continue in full force and effect for the duration of the National Agreement of 2023-2026; however, it shall be extended until the finalization of future negotiations and resolution of all pertinent matters involved therein, in accordance with the then existing National Agreement. This Local Memorandum of Understanding may be reopened for negotiation only by the mutual agreement of both parties signatory to this agreement or be terminated as determined by the parties to the Nation Agreement.



Samarn Reed, Postmaster(A) USPS
Aurora, Colorado

Date: 6/4/2025



Kelli Robles, President
NALC
Centennial Branch 5996
Date: 6/4/2025