

MEMORANDUM

OF

UNDERSTANDING

between
the

UNITED STATES POSTAL SERVICE

CITY OF

SAN RAFAEL

CALIFORNIA

and

GOLDEN GATE BRANCH # 214

NATIONAL ASSOCIATION OF LETTER CARRIERS

AFL-CIO

representing the

LETTER CARRIERS

of the

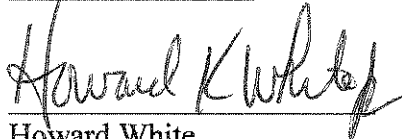
SAN RAFAEL

POST OFFICE

THIS MOU IS IN EFFECT FOR THE LIFE OF THE 2006 - 2011 AGREEMENT

SIGNED ON 11-14-2007

FOR THE U.S.P.S.



Howard White
Postmaster
San Rafael Post Office

FOR THE N.A.L.C.



Lili Beaumont
President, Branch 214
National Assn. of Letter Carriers

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING, entered into between the representatives of the United States Postal Service, and the designated agent of the Union signatory to the National Agreement, the National Association of Letter Carriers at San Rafael, California, is pursuant to the Local Implementation Provisions of the current National Agreement.

This MEMORANDUM OF UNDERSTANDING constitutes the entire agreement, including those items, if any, from the San Rafael Post Office which are resolved per the agreed upon Impasse and/or Arbitration Procedures on matters relating to the local conditions of employment.

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ARTICLE 1

WORK SCHEDULES

1. Full-time Regular Carriers shall be on a rotating day off basis, with a basic work week of Saturday through Friday.
2. Regular Parcel Post and Combination Parcel Post Route carriers shall have a fixed work week, having Saturday and Sunday as their fixed non-scheduled days.
3. Temporary changes in scheduled days off shall be posted in each station/section on the Wednesday preceding that service week, for all carriers.

ARTICLE 2

OVERTIME ASSIGNMENTS

1. "Overtime Desired List(s)" [ODLs] shall be established by section; a section being defined as an individual station.
2. ~~For purposes of clarification, The following is a list of all stations/sections currently in the San Rafael Post Office. i.e. all carriers domiciled in:~~

A. Civic Center Station – If all of the routes that deliver mail in the 94903 delivery area do not case their mail within the 94903 delivery area, then those routes that do case their mail within the 94903 delivery area shall be known as the Civic Center Station.

1. **If all of the routes that deliver mail within the 94903 delivery area case their mail within the 94903 delivery area, they shall be considered a unified section, to be known as Section 94903.**

B. Main Office – All routes that are currently domiciled at 40 Bellam Boulevard shall be considered Main Office and shall be defined as a single section. These routes shall continue to be listed as Main Office routes as long as they either deliver mail in the 94901 zip code, or case and pull down mail in a location that is outside of the zip code where they actually deliver the mail. Currently this category includes all of the 94904 routes and those 94903 routes that are currently domiciled at the main office.

1. **If all of the routes that deliver mail within the 94904 zip code also case their mail within the 94904 zip code, they shall be considered a unified section, to be known as Section 94904.**

~~a) MISSION STATION b) CIVIC CENTER STATION c) MAIN OFFICE (40 BELLAM)~~

ARTICLE 3

ANNUAL LEAVE

VACATION PERIOD AND NUMBERS OFF

1. The 'Choice Vacation Period' shall begin with the first full week in April [beginning on Monday] and continue for twenty-four (24) consecutive weeks total. In addition the week before Easter, Thanksgiving week and Christmas week shall be part of the 'Choice Vacation Period'.
2. The total vacation Leave Year shall be from the first Monday in February through the last week in January.
3. If requested, at least 14% of the *Career* Letter Carriers in each station/section shall be granted Annual Leave during June, July, and August. At least 12% of the *Career* Letter Carriers in each Station/Section shall be granted Annual Leave throughout the rest of the vacation leave year except for the month of December, and the week before the November elections, when at least 9% of the *Career* Letter Carriers shall be granted Annual Leave. The base date for determining these percentages shall be thirty (30) days prior to the beginning of the AL bid process.
4. In applying the 14 %, 12% and 9% rules, any fraction of .50 or more (rounding rule applies), shall mean one (1) additional available vacation slot. Any fraction less than .50 will be discarded except that at least one (1) Carrier in each station shall be granted annual leave each week when ten (10) or less employees are assigned to that station/section.
5. In order to insure a continuing application of the percentage requirement, during the course of the vacation leave year the Employer will review the *career* carrier on rolls complement on May 1st and on September 1st each year. Any increase *or decrease* in the on rolls *career* complement (carrier workforce) shall provide additional *or reduced* vacation slots based on the percentage formulas cited in this Article. ~~Conversely, any decrease may reduce the number of vacation slots available for bid.~~ Any previously approved Leave cannot be canceled by the Employer based on this provision.
6. *The number of transitional employees hired for this office will not be a factor in determining complement and percentages as outlined under items numbers 3, 4 and 5 above.*

FORMULATION OF ANNUAL LEAVE PROGRAM

7. Annual Leave periods shall begin on Monday and end on Sunday each week.
8. Thirty (30) days prior to the beginning of the vacation bid process the Union shall notify the Employer of the number of weeks to be reserved (and which weeks) for up to three (3) delegates, of the Branch, who will be attending the NALC State and/or National Conventions. These weeks shall not be charged to the percentage formula cited elsewhere in this Article. The names of the delegates shall be provided to the employer at least four (4) weeks prior to the Conventions.
9. A leave chart shall be posted in all stations/sections, which shall be available for review by the Carriers and shall be kept up to date by the Employer.

10. The mutual exchange or trading of vacation periods shall not be allowed.
11. Paychecks shall be mailed to Carriers on Annual Leave if they so indicated in writing, provided that they furnish a self addressed stamped envelope.
12. JURY DUTY will not be charged to the Choice Period. In the event a carrier cancels a bid Annual Leave Period (of a week or more) as a result of Jury Service, he/she shall be entitled to another Choice Period Selection.
13. Any carrier who transfers (bids or is reassigned) to another station/section, as defined in Article 2, shall be granted Annual Leave as previously chosen.
14. A previously bid vacation period shall not be denied solely because the Carrier has no annual leave balance, unless the Carrier requests to cancel same.

BIDDING PROCEDURE

15. The bidding and awarding of Annual Leave shall be by City-Wide seniority but within each station/section as enumerated in Article 2 of this Agreement.
16. There will be two (2) rounds of bidding, PRIMARY and SECONDARY. Any vacation slots still vacant after the PRIMARY [Choice Periods] round of bidding shall be considered non-choice, and shall be available for bid during the SECONDARY round of bidding.
17. *Career* Carriers, during the PRIMARY round of bidding, shall be granted Annual Leave as follows:
 - A. *Career* Carriers who earn thirteen (13) days of annual leave per year shall be granted up to two (2) weeks continuous annual leave during the Choice Period. The number of weeks of annual leave, not to exceed two (2), shall be at the option of the Carrier.
 - B. *Career* Carriers who earn twenty (20) or twenty-six (26) days of annual leave per year shall be granted up to three (3) weeks of continuous annual leave during the Choice Period. The number of weeks, not to exceed three (3), shall be at the option of the carrier.
 - C. A *career* carrier at his/her option, may request up to two (2) separate selections during the Choice Period, in units of one (1) or two (2) weeks. The total shall not exceed paragraphs A & B above.
18. During the SECONDARY round of bidding *career* carriers shall be entitled to bid any remaining annual leave which they have or will earn prior to the selected periods, and subject to the percentage formula cited in this Article.
19. Thirty (30) days prior to the beginning of the PRIMARY round of bidding, management will post an up to date carrier list, in each station/section, which shall include each carrier's annual leave category for the upcoming vacation leave year.
20. The PRIMARY round of bidding shall begin after January 1st, and shall be completed before January 15th. The SECONDARY round of bidding shall be concluded before February 1st. The parties agree that in order to be in compliance with FLSA, all vacation bidding shall be done on the clock, except as provided for elsewhere in this Article.

21. The Employer shall give each **Career** Carrier at least two (2) days advance notice of when it is their turn to bid for their vacation during both rounds of bidding, if possible.
22. **Career** Carriers on their non-scheduled work day or on leave may, at their option, make their selections by telephone. **Career** Carriers will not be considered 'on the clock' during any such telephonic bid. An absent **career** carrier(s) may also bid by proxy through the Steward of the Station/Section, if certified in writing by the bidding carrier. When the preceding occurs, it shall be required that no later than the first day on which the **Career** Carrier returns to duty, he/she shall give written confirmation to his/her supervisor of his/her selection, on the Official Bid Form.
23. During both rounds of bidding, the Employer shall call the **Career** Carriers in seniority order, beginning with the #1 senior **Career** Carrier at each station/section to view the Vacation Chart. The Vacation Chart shall show all vacation slots still available for bid. After review, the **Career** Carrier shall fill out the Official Bid Form in duplicate and his/her name shall be entered on the appropriate location(s) on the Chart.
24. The Employer shall sign the Bid Form and give a copy of same to the **Career** Carrier, indicating his/her approved vacation periods.
25. **Career** Carriers shall be granted all Annual Leave requested and available on the Leave Chart, subject to any restrictions enumerated elsewhere in this Article, and provided the **career** carrier(s) have a projected sufficient Annual Leave balance.
26. If a **Career** Carrier fails to bid during either/or both round(s) of bidding (after being properly notified), that Carrier shall be afforded the opportunity to bid at any time during the official bidding period. In that instance, bids shall only be for available periods still remaining.
27. After the PRIMARY round of bidding the SECONDARY round shall be conducted in the same manner.
28. After both rounds of bidding are completed the Employer will furnish the Local Union Office with a copy of the approved, finalized vacation bid results.
29. Following the conclusion of both rounds of bidding, any open full weeks on the vacation chart shall be granted to **Career** Carriers upon their request (subject to the percentage formula), at each station/section. Such requests shall not be made later than the Monday prior to the service week in which the Annual Leave is desired. Requests will be approved on a first come, first served basis. However, if two (2) or more applications requesting the same open slot(s) of vacation are submitted within a period beginning on the day of the first request and continuing through to the close of business on the following business day, preference will be given to the senior carrier. The employer shall inform the successful bidder within 2 days of their request, but no later than the Tuesday preceding the service week for which the leave is requested.

30. Full vacation weeks not committed (i.e. successfully bid upon) by Monday of the week prior to the week that they are available, shall be made available in units of one (1) Annual Leave day or more. Such requests shall be submitted no earlier than ten (10) days nor later than the *Monday prior to the holiday week and* no later than Tuesday prior to the service week in which the annual leave is desired. In case multiple bids are received, the senior applicant shall be awarded the day(s). The successful applicant shall be notified orally as soon as possible, and by the posting of the schedule on the Wednesday prior to the service week in which the Annual Leave is desired. Full week bids take preference over individual day(s) bids.
31. *In addition to the above, carriers to include transitional employees may request annual leave in increments of minutes, hours or days. Such request shall not be unreasonably denied. Such request for annual leave will be responded to as soon as possible, but no later than 48 hours, beginning with 6:00 PM of the date of the request as submitted to a supervisor on a form 3971.*
32. *Approval of full weeks of annual leave for transitional employees will not be counted against the number of career employees allowed off during any vacation period.*

CANCELED LEAVE

33. Cancellation of scheduled Annual Leave shall be submitted in writing to the immediate supervisor at least two (2) weeks in advance of the scheduled leave. The Union shall be promptly notified of all cancellations. Cancellation requests of less than two (2) weeks notice will be approved or disapproved upon consultation between the Union and the Employer.
34. All canceled or vacated bids for Annual Leave shall be posted for bid every Tuesday by Noon in the station/section. Bids shall remain posted till 5 P.M. on Thursday the same week. The Results shall be posted for bid by Friday noon in the station/section. The vacated or canceled period shall be awarded to the senior bidder.
35. There shall be a designated area for posting of canceled or vacated vacation periods on the official bulletin board.

ARTICLE 4

HOLIDAY SCHEDULES

1. A "Holiday Desired" sign-up list for those Full-Time Regular Carriers who wish to volunteer to work on a holiday or day designated as a holiday [including those carriers with non-scheduled days off] shall be posted in each station/section approximately fifteen (15) days prior to the Tuesday preceding the service week in which the holiday or designated holiday falls.
2. Once Casuals and Part-Time Flexibles have been utilized to the maximum extent possible, Carriers whose names appear on the "Holiday Desired" list shall be utilized, as needed in accordance with the following:
 - A.
 1. Full-Time Regulars who have volunteered and who will be working on what would otherwise be their non-scheduled work day, selected on the basis of seniority.
 2. Full-Time Regulars who have volunteered to work on their holiday or designated holiday when such day otherwise would be part of their work schedule, selected on the basis of seniority.
 3. *Transitional employees.*
 4. Full-Time Regulars who have not volunteered to work and do not have scheduled Annual Leave beginning the day after the holiday, and who will be working on what would otherwise be their non-scheduled work day, selected by juniority.
 5. Full-Time Regulars who have not volunteered to work and do not have scheduled Annual Leave beginning the day after the holiday, and who will be working on what would otherwise be their holiday or day designated as their holiday, selected by juniority.
 6. All other Full-Time Regulars who have not volunteered to work, and who will be working on what would otherwise be their non-scheduled work day, selected by juniority.
 7. All other Full-Time Regulars who have not volunteered to work, and who will be working on what would otherwise be their holiday or day designated as their holiday, selected by juniority.
 - B. A carrier working his/her holiday or day designated as a holiday shall be permitted to work his/her own assignment or route provided that they do not displace the utility carrier involuntarily from his/her regular assignment for that day.
 - C. A carrier working his/her non-scheduled work day shall be permitted to work his/her own assignment or route, provided such assignment is available after the application of `B' above. If this is not possible because of `B', these carriers will be assigned to vacant assignments or routes based on their seniority.
3. If, after the posting period, a need develops for additional or replacement Carriers, Carriers shall be selected according to the same order as listed above.
4. It is understood that the above shall be administered on an individual station/section basis.

ARTICLE 5

REASSIGNMENT

1. For purposes of reassignment, a station/section shall be defined as enumerated in Article 2 of this Agreement.
2. It is agreed that the San Rafael Post Office and its present and future stations and branches shall be known as an installation. It is further agreed that Article 2 of this agreement enumerates the current separate station/sections for reassignment purposes.
3. When there is a need for reassignment of a "Bid Letter Carrier" or Letter Carriers excess to the needs of a station/section, as defined above, the Local Union President shall be notified prior to effecting the reassignment.
4. Where possible, the excess Carrier(s) shall be assigned to a station/section of their choice by seniority.

ARTICLE 6

POSTING

1. The notice inviting bids for all Letter Carrier assignments/positions shall be posted on an installation wide basis.
2. All Full-Time Carrier assignments/positions shall be posted for fifteen (15) calendar days.
3. An established duty assignment shall be considered vacant as of the effective date of a new permanent duty assignment for the vacating incumbent, and shall be posted for bid within ~~five (5)~~ **fourteen (14) working calendar** days. The same shall apply to newly created regular assignments or positions.
4. Copies of the notice inviting bids and the results of same shall be furnished to the Local Union President.
5. In instances where several assignments are posted, a carrier may bid for as many assignments as are posted, stating his/her preferences in the following manner: First Choice --- Second Choice ---etc.
6. Letter carriers shall obtain the Preferred Bid Assignment Form (PS Form 1717) from their respective supervisor. Carriers shall make their bids, in writing, on said form.
7. After the carrier has completed the form and handed it to the supervisor, if the carrier wants a copy of said form, the supervisor will sign one copy and immediately return it to the carrier. Should the question ever arise as to whether or not a Carrier has submitted a bid, his/her copy shall suffice as proof of same.
8. A. The senior qualified bidder for a vacant assignment shall be placed in the new assignment as soon as possible but no later than twenty-five (25) days of the closing of bids, except during the month of December when he/she shall be placed in the new assignment no later than the first work day of the first full pay period in January.

- B. The successful bidder shall have retreat rights to her/his prior assignment. She/he shall have ~~five (5)~~ assigned **fourteen (14) calendar** days to determine if she/he prefers her/his new assignment over her/his former assignment. If the senior qualified bidder chooses to exercise these retreat rights, she/he will do so by submitting a form 1717 to a supervisor. ***A Carrier who decides to retreat to that carrier's prior assignment by the Tuesday prior to a Service week, or the Monday prior to a Holiday week, shall be required to complete the assignments on this week's schedule but shall be placed on that carrier's prior assignment starting the Saturday of the following week.*** A bid to and a bid to retreat from a route constitutes two successful bids.
- C. ***A carrier who withdraws a bid before the Tuesday prior to the service week in which the new bid is to begin, or before the Monday prior to the Holiday week in which the new bid is to begin, shall remain on that carrier's old bid position. This is considered a withdrawal, since the carrier in question would have never been awarded the bid, and would have never performed any of the functions of the bid. No successful bid is charged to a carrier who timely withdraws their bid.***
9. Letter Carrier(s) route(s) or Full-Time Assignment(s) shall not be reposted when there is a change in their starting time.
10. Upon written request by the two (2) primarily affected Letter Carriers and the T-6 on the Carriers' string every effort will be made to permanently exchange non-scheduled days, providing such written requests are within FLSA guidelines, National Agreement provisions, and do not adversely affect the efficiency of postal operations.

TEMPORARILY VACANT ASSIGNMENTS (OPTING)

11. A. At each work location (station/section as per Article 2), management shall post all temporarily vacant Full-Time craft duty assignments of anticipated duration of five (5) days or more, on the official bulletin boards.
- B. Full-Time Reserve, Unassigned Regular, ***Full Time Flexible*** and Part-Time Flexible Carriers may indicate their preference for such assignments by use of the ***posted sign up sheet*** ~~OFFICIAL OPT FORM~~. ~~This form is to be submitted by~~ the Carrier(s) ***shall indicate their preference on the sign up sheet*** no later than the Tuesday preceding the service week in which the vacancy occurs, ***except for a holiday week, in which case the Carrier(s) shall indicate their preference on the sign up sheet no later than the Monday preceding the Holiday week in which the vacancy occurs.***
- C. On the Wednesday preceding the service week in which the vacancy occurs, ***or on the Tuesday preceding the Holiday week in which the vacancy occurs,*** the Senior Carrier for each available assignment who has indicated his/her preference on the ***posted sign up sheet*** ~~OFFICIAL OPT FORM~~ shall be furnished with an approved copy of same, and an additional copy sent to the Local Union office. ***shall be awarded the opt, and shall have her / his name appear on the posted schedule, along with the work "opt" indicating the successfully awarded assignment.***
- D. The above shall not apply where assignments become available upon less than twenty-four (24) hours notice. In such circumstances, Management shall inquire of the eligible Carriers (i.e. carriers not currently working an OPT which extends into the available assignment period) and award the assignment to the senior Carrier who indicates a preference. ~~by utilizing the OFFICIAL OPT FORM as in Section 'C' above.~~

HIGHER LEVEL DETAILS (T-6 POSITIONS)

E. All T-6 positions that are temporarily vacant for an anticipated duration of five (5) days or more shall be posted for higher level detail on a separate sheet on the official bulletin boards, in accordance with Article 25.4 of the National Agreement. This "Invitation to apply for a Higher Level Detail" shall have written language stating the following:

For higher level details (T-6 positions) the "senior qualified, eligible and available" volunteer in the immediate work area must be selected. All qualified letter carriers, including part time flexibles, full time flexibles and full-time regular letter carriers with bid positions are eligible to apply for higher level assignments under the provisions Article 25, Section 4 of the National Agreement.

F. On the Wednesday preceding the service week in which the vacancy occurs, or on the Tuesday preceding the Holiday week in which the vacancy occurs, the Senior Carrier who has indicated his/her preference on the sign up sheet for higher level detail shall be awarded the higher level detail, and shall have her / his name appear on the posted schedule as a higher level detail.

G. The above shall not apply where higher level details become available upon less than twenty-four (24) hours notice. In such circumstances, Management shall announce the vacancy to all of the eligible Carriers and award the assignment to the senior Carrier who indicates a preference.

12. 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 for bid in accordance with the posting procedures in this article.

ARTICLE 7

ASSIGNMENT OF ILL OR INJURED

1. Management agrees that every effort shall be made to reassign an ill or injured Carrier within his/her present craft or occupational group. Where practicable, the tour of light duty shall coincide with the Carrier's present tour of duty.
2. Carriers having a specific bid/OPT assignment, i.e. a route, a Carrier Technician, a Router or a Reserve Carrier, who request light duty by submitting such request to the installation head with required acceptable medical documentation shall be assigned to perform those tasks within their regular assignment that do not exceed the physical limitations.
3. Light Duty assignments shall include, but not be limited to the following tasks, whenever said tasks fall within the medical limitations of the individual light duty employee:
 - a. Casing Routes;
 - b. Carrier Markups;
 - c. Collections;
 - d. Case Labels;
 - e. Updating Forward Information;
 - f. Updating Route Books;
 - g. Router Duties;
 - h. Express Runs;
 - i. Special Delivery;
4. After all efforts to reassign a Carrier within the carrier craft have been exhausted (eg. carrier markups, special delivery, parcel post, routing curtailed mail etc.) consideration will be given to reassignment to another craft or occupational group within the installation.

ARTICLE 8

WASH-UP TIME

1. Reasonable Wash-Up time shall be granted.

ARTICLE 9

CURTAILMENT OF POSTAL OPERATIONS

1. Upon order by local competent authority, such as but not limited to: law enforcement agencies; fire department; civil defense agencies; or National Guard Officers; that a specific area is hazardous to the health or safety of individuals, the Installation Head or his/her designee shall take action to instruct Carriers within that area to curtail delivery of mail and return to their station or take other appropriate action, as determined by the employer. Bomb threats will be handled in accordance with publication 159, Contingency Plan, Chapter C, Bombing, Threats and Bomb Scares.
2. Prior to taking action, or as soon as possible, the Employer shall notify the Local Union Office of its decision and plan of implementation.

3. In the event that there is a curtailment of Postal Operations to conform to the orders of local authorities, the following shall apply:
 - A. If on duty, Carriers will be notified what action to take.
 - B. If off duty, the Employer shall make every effort to notify Carriers by whatever means of communication is deemed necessary.

ARTICLE 10

PARKING

A. For the privately owned personal vehicles belonging to Letter Carriers:

1. ***The San Rafael Main Office shall have four (4) parking spaces in the employee parking area exclusively reserved for employees who car pool. A car pool is defined as a vehicle that is used by two or more employees for the purpose of commuting to or from the San Rafael Main Office.***
2. There shall be at least one (1) parking space provided at each unit (excluding Mission Station) for Officers of Branch 214, NALC while on Union Business.
3. All ***other*** currently available employee parking spaces, excluding the current customer parking spaces, ***and the 4 carpool spaces specified in item 1 above***, shall continue to be on a first come, first served basis, except as ***otherwise*** provided for in this Article.
4. If additional parking spaces become available, they will also be allocated as per Section 4, 3, of this Article.
5. If unforeseen changes occur which would reduce the number of available carrier parking spaces, management will do all it reasonably can to retain or acquire necessary parking spaces for all carriers.
- 6 ***In the event that Letter Carriers are again domiciled in the Mission Station, management and the union shall look into the concern of paid parking for the private vehicles of letter carriers commensurate with the number of letter carriers that would be expected to work out of the Mission Station on a daily basis. If the parties come to a mutual agreement on this issue, the agreed upon language shall be incorporated into the Local Memorandum of Understanding at the next appointed time period for Local Negotiations.***

B. For the Postal Vehicles assigned to each route at the San Rafael Main Office:

1. ***Letter Carrier delivery routes that are domiciled at the Main Office and are assigned Postal vehicles shall be assigned permanent parking spaced for those Postal vehicles in the Main Office Parking Lot.***
2. ***Permanent parking spaces shall be assigned based on the seniority of the regular city delivery carrier on the route to which the Postal vehicle is assigned. (See parking lot map attached)***

3. *Carrier Technicians (T-6), Reserve Letter Carriers (RLC), Routers, Part Time Flexible Carriers (PTF), Full Time Flexible Letter Carriers, Collection Drivers, and P-Run Drivers shall not have their Postal vehicle parking spaces determined by their seniority. The T-6, RLC, PTF, and FTF carriers shall utilize the vehicle and the corresponding parking spaces of the regular carriers on the routes that they are on. Collection Drivers and P-Run Drivers shall have their parking spaces assigned based on the size of their vehicles rather than their seniority on the job.*
4. *Parking spaces shall be ranked in accordance with their distance from the double doors located on the south-west side of the Main Office, which are used by the carriers to load their vehicles. (See parking lot map attached)*
5. *Permanent parking spaces shall continue to be assigned based on seniority. Changes in seniority due either to attrition, or successful bids to or from satellite stations shall result in commensurate changes in the assignment of parking for the Postal vehicles assigned to the affected routes.*
6. *The job of updating the changes in parking assignments described on Section 5 above shall be assigned to a San Rafael Main Office letter carrier by the President of Branch 214, with the concurrence of the Postmaster of San Rafael. This Parking Facilitator shall be responsible for keeping the parking map up to date, and for keeping a copy of the parking map posted in an agreed to, known, and accessible location at all times. Anticipating times when the Parking Facilitator shall not be available, the Branch President shall also designate an Alternate Parking Facilitator, who will serve when the Parking Facilitator is not available. Said Alternate will also need the concurrence of the Postmaster of San Rafael in order to serve in that role.*
7. *The Parking Facilitator or Alternate shall be allowed time on the clock to update the parking map as needed.*

ARTICLE 11

SAFETY AND HEALTH

1. Management shall be responsible for washing and cleaning the interior and exterior of vehicles in accordance with established schedules. Employees shall report on repair tag forms those vehicles that are mechanically defective, dirty or unclean, for additional attention as required.
2. No vehicle will be assigned to a Carrier unless it can be reasonably expected to conform to recognized safety standards.
3. The Employer will make a reasonable effort to assign the same vehicle to the same Full-Time Route each day, if operational requirements permit. Management may interchange vehicles to equalize mileage and to reflect the mail volume for the various routes.

ARTICLE 12

LABOR-MANAGEMENT MEETINGS

1. Labor-Management meetings shall be scheduled quarterly in January, April, July and October.
2. Agenda items for discussion will be submitted by 1700 hours on the Monday preceding the scheduled meetings. If no agenda is submitted, a notice of no items or discussion will be submitted in lieu of the agenda list. Agenda items submitted must show complete and full details of subject to be discussed. Failure of either party to submit an agenda or notice of no agenda by Monday as required will be grounds for cancellation of the scheduled meeting, by either party.
3. The organization is entitled to three representatives at each meeting, one of which shall be compensated at the applicable straight-time rate, provided the time is spent within his/her regular scheduled work day.
4. Copies of the Postal Bulletin and Regional Bulletin shall be given to Branch 214. Copies of other posted notices affecting the Letter Carrier Craft shall be supplied upon request of the President of Branch 214.

ARTICLE 13

BULLETIN BOARDS

1. Management shall provide Bulletin Boards for the exclusive use of Branch 214, National Association of Letter Carriers, at each delivery unit to which craft Employees are assigned.

ARTICLE 14

FLEXIBLE STARTING TIMES (Impasse)

1. Carrier routes and assignments at San Rafael will have flexible starting times--early flextime of at least one-half hour prior to the official starting time, and late flextime of at least one-half hour after the official starting time. An exception to this will be the P-runs which truck mail to the Civic Center and Mission stations. Certain other assignments may be subject to modification of the flextime window upon mutual agreement of the parties.