AGREEMENT BETWEEN

USPS AND

NALC BRANCH 114 MERGED

(Two Harbors, MN Station)

The undersigned parties do hereby agree that the current Local Memorandum of Understanding shall remain in full force and effect through May 22nd, 2026 (the expiration of the 2023 - 2026 National Agreement)

For the NALC

For the USPS

JUNE 12, 2025

May 21st, 2023 – May 22nd, 2026

Local Memorandum of Understanding

Between

United States Postal Service

Two Harbors, Minnesota

and

Zenith Branch #114 Merged

National Association of Letter Carriers

AFL-CIO

Duluth, MN

LOCAL MEMORANDUM OF UNDERSTANDING

TWO HARBORS POST OFFICE

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ARTICLE 30, ITEM 1

WASH-UP

Each letter carrier will be granted up to 5 minutes for wash-up after casing the route and prior to delivering on the street. Each letter carrier will also be granted up to 5 minutes for wash-up after returning to the office from the street.

ARTICLE 30, ITEM 2

WORK SCHEDULES

All letter carrier routes in the Two Harbors Post Office shall be on a rotating days off schedule, with the work week running from Saturday through Friday. The days in rotation shall be Monday, Wednesday, Friday, and Saturday every 4 weeks.

WEEK	ROUTE 1	ROUTE 2	ROUTE 3	ROUTE 4
WEEK 1	Wednesday	Saturday	Monday	Friday
WEEK 2	Friday	Monday	Wednesday	Saturday
WEEK 3	Saturday	Wednesday	Friday	Monday
WEEK 4	Monday	Friday	Saturday	Wednesday

ARTICLE 30, ITEM 3

GUIDELINES FOR EMERGENCY CONDITIONS:

Whenever an emergency condition exists, i.e. extreme weather conditions, hazardous driving, bomb threats, etc., the Installation Head will review, where possible, appropriate Federal, State, and Local Governmental recommendations and directives.

Letter carriers shall not be required to attempt delivery during periods of inclement weather of such severity that civil authorities (DOT, Mayor) consider road travel hazardous and have advised the public (by radio, television, or other media) not to travel public streets or highways. Carriers questioning whether the facility is open should call the current management of the Two Harbors Post Office.

Prior to taking action to curtail the mail, Local Management will notify the Branch President and Shop Steward in each affected unit of its decision and plan of implementation immediately after taking action to reduce the level of service.

Procedures to be followed when the Installation Head has decided to curtail or terminate delivery services after the carriers have left on routes:

1. Management will notify carriers directly that they should curtail delivery via the scanner.
2. The following Cold Weather Guidelines will be utilized.

COLD WEATHER GUIDELINES:

In the past, carriers and managers in this city have been faced with the decision of how to handle mail delivery on days when severe weather conditions have existed. The following is a cold weather guideline.

1. Wind and temperature data will be obtained from the National Weather Service website for Two Harbors the start of carrier's shift.
2. Management will be responsible for determining what action should be taken and for informing all employees of the decision made.
3. Each carrier is responsible for following the instructions given for modification of delivery.

If the wind-chill factor is -25 to -49 below

1. All carriers should be given a verbal reminder to dress warmly and protect themselves from extreme cold.
2. Remind carriers to dress in layers.
3. Delivery of mail may be modified to reduce the risk of cold weather injuries to include modifications of park and loop and walk out routes so carriers will not be subjected to long periods of time in extreme cold.
4. Allow carriers the option to case standard mail
5. Leave the office early for extra breaks.
6. Break down loops – add park points.
7. Vehicles will NOT be allowed to run if unattended.

If the wind-chill factor is -50 below or colder

The safety and health of the carrier must be considered during exposure to the extreme danger when frost bite can occur in less than 30 seconds. Carriers may deliver business areas, central delivery points, mounted deliveries, and parcels that can be served without jeopardizing their health.

ARTICLE 30, ITEM 4

LOCAL LEAVE PROGRAM

1. **Date of Notification for Making Choice Vacation Period Selections**
    a. Management shall notify all carriers by the first working day in December of the beginning and ending dates of the period for making selections during the choice vacation period.
2. **Method for Making Choice Vacation Selections**
    The Leave Selection Form/Board shall be distributed to each carrier by seniority. Each letter carrier shall have three (3) working days to make their selection. Each letter carrier shall be provided with the opportunity to make their first-round selection prior to the second round. If a letter carrier has been provided the three (3) working days and a selection has not been made, that carrier shall be considered to have "passed" for that round.
3. **Method for Making Non-Choice Leave Selections During the Choice Vacation Leave Selection Period**
    After all choice vacation leave selections have been made, leave forms will be distributed, and each letter carrier may indicate their selection(s) for non-choice leave that falls during the choice vacation leave selection period.
4. **Ill During Vacation**
    Carriers who become ill while on annual leave during the choice vacation period shall be allowed to have another selection during the choice vacation period.
5. **Re-posting Cancellations**
    All cancellations shall be re-posted as soon as management is notified of the cancellation.
6. **Exchanging of Leave**
    There shall be no exchanging of leave.
7. **Transferring with Leave**
    Any carrier transferring from one station to another will be granted their annual leave as previously scheduled in the station from which the carrier transferred. Article 10, Section 4.D requires "All advance commitments for granting annual leave must be honored except in serious emergency situations".
8. **Vacation Call-in**
    No carrier will be called in to work while on annual leave.
9. **Military Leave**
    Military leave will not count as part of a carrier's selection(s) for the choice vacation period, nor will it count against the minimum percentage or number of carriers allowed off on annual leave during the choice vacation selection period.

10. FMLA Leave

Annual leave taken under the provisions of the Family and Medical Leave Act will not count as part of a carrier's selection(s) for choice vacation period, nor will it count against the minimum percentage or number of carriers allowed off on annual leave.

11. Posting of Scheduling

Management will post the leave chart as soon as possible after it has been completed. In the past, use of the break room door has been appropriate where applicable.

12. Number of Carriers Off During Non-Choice Period

In the Two Harbors Post Office, there shall be no minimum amount of letter carriers (including CCAs) allowed off during the non-choice vacation period from December 1st through December 31st.

ARTICLE 30, ITEM 5

DURATION OF CHOICE VACATION PERIOD

The choice vacation period shall begin on January 1st and end on November 30th.

ARTICLE 30, ITEM 6

BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD

The leave week during the choice vacation period shall begin on Monday and end on Saturday.

ARTICLE 30, ITEM 7

SELECTIONS DURING CHOICE VACATION PERIOD

Letter carriers, at their option, may request one (1) or two (2) selections during the choice vacation period in units of either five (5), ten (10) or fifteen (15) days; total not to exceed ten (10) or fifteen (15) days on the first choice, in accordance with leave earned annually.

ARTICLE 30, ITEM 8

JURY DUTY AND CONVENTIONS

1. Jury Duty will not be considered as part of the minimum number of carriers allowed off on annual leave during the choice vacation period.
2. Attendance at union conventions or assemblies shall not be charged as a vacation selection. At the beginning of each year when the convention week has been determined, sufficient slots for all eligible delegates shall be withheld for the appropriate week.

ARTICLE 30, ITEM 9

NUMBER OF EMPLOYEES ON LEAVE DURING CHOICE VACATION

There shall be a minimum of one (1) letter carrier (including city carrier assistants) granted annual leave each week during the choice vacation period.

ARTICLE 30, ITEM 10

ISSUANCE OF APPROVED VACATION LEAVE

Each carrier craft employee will submit, following final selection of their choice (and non-choice, where applicable) vacation period(s), PS Form 3971 in duplicate, filling in all applicable items. A copy, signed by the responsible supervisor, will be returned to each carrier craft employee within three (3) days.

ARTICLE 30, ITEM 11

DATES & MEANS TO NOTIFY EMPLOYEES OF A NEW LEAVE YEAR

No later than the first work day of December, management shall post a notice on all employee bulletin boards to notify letter carriers of the beginning date of the new leave year.

ARTICLE 30, ITEM 12

ANNUAL LEAVE - OUTSIDE THE VACATION SELECTION PERIOD

1. There shall be no minimum amount of letter carriers (including city carrier assistants) granted annual leave during the non-choice vacation period from December 1st through December 31st.

2. Carriers making other annual leave requests outside of the vacation selection period that are in excess of forty-eight (48) hours must submit PS Form 3971 not less than seven (7) days in advance. The receiving supervisor will record the date and time it was submitted and provide a copy to the carrier. The supervisor responsible shall reply to the request within three (3) days following submission of PS Form 3971 or the leave is automatically approved.

3. Other annual leave shall be granted on a first-come, first-served basis. For requests made on the same day at the same time, seniority will be the determining factor for approval.

4. All requests shall be approved by management as long as there is a slot available on the calendar and the carrier has accrued enough leave at the time of the request to cover the date(s) requested.

ARTICLE 30, ITEM 14

OVERTIME DESIRED LIST

The Two Harbors Post Office will have an overtime desired list defined for that station only. A letter carrier desiring overtime should request such in writing in the two (2) weeks prior to the start of a quarter.

ARTICLE 30, ITEMS 15-17

LIGHT DUTY ASSIGNMENTS

There shall be established by the Employer one (1) position, consisting of eight (8) hours, which shall be designated as a light duty assignment for letter carriers.

The Postmaster shall make every effort to employ letter carriers in their own station for light duty assignments.

It is agreed that light duty assignments within the stations and branches, for letter carriers, may include but not be limited to:

1. Assisting routes by setting up mail
2. Marking up forwardable mail
3. Relabeling carrier cases
4. Updating carrier route books
5. Coverage of suitable collection routes
6. Labeling inside of apartment boxes
7. Training new employees

The parties mutually agree A "light duty" assignment is any assignment within the physical capability of an employee who is temporarily or permanently incapable of performing his or her normal duties as a result of illness or injury.

ARTICLE 30, ITEM 18

REASSIGNMENTS WITHIN A SECTION

It is agreed that the Two Harbors Post Office shall be known as an installation. It is further agreed that the Two Harbors Post Office is considered its own section for reassignment purposes.

ARTICLE 30, ITEM 19

PARKING

Craft employee parking shall be on a first-come, first-served basis.

ARTICLE 30, ITEM 20

UNION ACTIVITIES PER CHOICE VACATION

Annual leave to attend union activities requested at any time will not be a part of the total choice vacation period.

ARTICLE 30, ITEMS 21-22

OTHER PROVISIONS SUBJECT TO LOCAL NEGOTIATIONS

If a carrier route is changed by more than 30%, the route and all routes junior shall be rebid. One time right to delete: as per Article 41.3.O.

This Memorandum of Understanding is entered into on June 12th, 2025 **at Two Harbors, Minnesota, between the representatives of the United States Postal Service and the designated agent of the National Association of Letter Carriers, Zenith Branch 114 Merged, Duluth, Minnesota, and is to remain in effect for as long as the 2023-2026 National Agreement is in effect.**

6/12/25

For the United States Postal Service **Dated**

Carmen Robertson

Postmaster of Two Harbors, MN

6/12/25

For the National Association of Letter Carriers **Dated**

TJ Lydon

Branch President of NALC Branch #114 merged, Duluth, MN