

**WMAL - APWU**  
**Grand Rapids P&DC**  
**LABOR - MANAGEMENT MEETING**  
**October 1, 1998**  
**10:00 AM**

Present:

Alton Smith, Steve Austin, Bill Scutt, Gil Brown, Catherine Beemblossom, Jim Sweeney, Jennifer Amos, Bob Makowski, Mike Szubinski, Duane Miller, Marie Schweitzer, Mike Smith, Ken Peek

**Unfinished Business:**

1. Banding in the FSM operation. Update.

***Al Smith stated this is a staffing problem. Management has to staff this operation properly during the weekend so clerks won't have to band mail. SOP still to be established. (Marie Schweitzer, Mike Szubinski, Bob Makowski and Duane Miller will work on this project). Al would like this completed by October 15, 1998.***

2. Bulletin Boards. The APWU bulletin boards in automation next to the supervisors swing room need to be protected. Update.

***Al Smith will ask maintenance to install a guard rail around the bulletin board in automation. He may also supply the union with glass enclosed bulletin boards.***

3. Relief training technicians for tour I and III.

***Al Smith wants to post bids with relief positions in PEDC as part of the bid.***

4. Call in policy. Update.

***Meeting on October 15, 1998 with Al Smith to talk about the policy.***

5. Emergency phone calls. Update.

***Al Smith wants a team to meet and discuss the problems with the phone system and how to update it. He will talk to Murry Weatherall about this concern. The union will have input.***

6. PTFs on days. Update.

***Al Smith won't move PTFs until employees are qualified on the SPBS machines at the annex. Once positions are filled he will move them to other tours.***

7. Unendorsed priority mail. Update.

***Unidentified priority mail has been routed to the green rack after 9:00 PM every night due to transportation. Al Smith said priority mail will now be sent to P-1 annex after cut off for processing.***

**New Business:**

1. Parking in basement. Empty equipment continues to be a problem for employees parking in the basement.

***Too much empty equipment coming to us from the associate offices. There isn't enough room to store it in the basement. Al Smith wants the managers parking spaces utilized for emergency storage before using employee spaces.***

2. Clear "Direction Letters" issued to new PTFs.

**Letter sent to new employees needs to be more accurate and informative. Employees are often at a loss as to when and where to report. Al Smith would like personnel to produce and distribute a new employee packet, including a map, instructions where to report and any other helpful information.**

3. Jump kit for 2<sup>nd</sup> floor.

**Ken Peek will secure a jump kit for the 2<sup>nd</sup> floor by October 15, 1998.**

4. Unfair sick leave policy--employees are receiving official discussions for attendance after two unscheduled absences.

**Al Smith stated he would not tolerate blanket policies on sick calls. All discipline will be done on an individual basis.**

5. OWCP. It is rumored that Murry Weatherall has instructed all supervisors to contact Ken Peek for information regarding employees who are injured on the job instead of the OWCP office. Why is the safety specialist involved with OWCP claims?

**Ken Peek stated that supervisors notify him when a LWI occurs after an injury. He then calls the employee to persuade them to return to work. He doesn't get involved with job offers for injured employees. Austin wants management to notify the union of job offers to injured employees.**

6. Eyeglass stations need to be maintained.

**Ken Peek said there isn't money to maintain the eyeglass stations. Al Smith wants to continue offering this convenience to employees. He will talk to Marv Branch.**

7. Paper-cut policy. Ken Peek allegedly won't allow band-aids on the floor anymore. According to Mr. Peeks, employees with paper cuts are to be sent to the Med Center after filing an accident report.

**Ken Peek said there is a universal policy concerning bodily fluid exposure. Ken said most postal employees are not trained to administer first aid. Al Smith said ERT personnel will be authorized to handle such situations in the future.**

8. Working mail from hampers. We have started receiving working mail in hampers. This creates a safety hazard.

**This practice has ceased.**

9. Glass enclosed APWU Bulletin Boards.

**Al Smith will consider this request.**

10. Smoke room at Annex.

**Bill Scutt to report back.**

11. Light duty/limited duty chairs in the manual unit. More chairs are needed to accommodate the clerks with qualifying medical conditions.

**Al Smith doesn't want to purchase more chairs because the manual section is slated to be downsized soon. Al would like the MDO from each tour to monitor the use of the existing chairs.**

12. Customer concerns at contract stations. Clerks are not properly trained.

**Gil Brown said improvements are pending. Union would like to be involved.**

13. Shake-out process for associate offices and special delivery. Where do we stand?

**Jim Sweeney will call Doug Warner and arrange a meeting on October 14<sup>th</sup>, at 10:00 A.M. Associate Office Director must contact Labor Relations directly.**

14. Casual OT—There shouldn't be any!

**Casuals are the supplemental, not primary, workforce. The OTDL must be maxed out before using casuals. Al Smith would like the overtime pecking order to be updated to reflect this directive.**

15. Carol Nelson (supervisor) is transporting mail.

**Al Smith believes management is in violation when mail is transported in this fashion. This practice will cease.**

16. Labor-Management signatures. Minutes from February, March and May Labor-Management meetings have not been signed by Murry Weatherall or Alton Smith.

**Al Smith would like copies of any labor management minutes void of signatures. He will follow up.**

17. Floor plan for LIPS—Study the possibility of re-locating customer service to the old BMEU area, placing the LIPS in the current customer service area.

**Al Smith wants Gil Brown to follow up with In Plant Support on this issue.**

18. Express mail scanner needed at Wyoming box window section.

**Gil Brown to follow up.**

19. Computer for APWU office.

**Al Smith said the computer was on order.**

20. Automation supervisors badgering employees when they ask to see a steward. [The supervisor wants to know exact nature of grievance before permission is granted].

**The contract clearly states in Article 15 "Any employee who feels aggrieved must discuss the grievance with the employee's immediate supervisor within 14 days of the date on which the employee or the union first learned or may reasonably have been expected to have learned of its cause. The employee, if he or she so desires, may be accompanied and represented by the employee's steward or a union representative". The choice to provide details or not, should be left up to the employee. If he or she would rather have union representation, that decision should be respected.**

21. Timekeeping at P-1. Problem at P-1 with inaccurate timekeeping.

**Al Smith wants to know what problem P-1 is experiencing with timekeeping. Marie Schweitzer will follow up.**

22. Parking at P-1 Annex. The parking committee was never consulted when changes were made to the parking at the annex.

**Marie Schweitzer will follow up with Barry Allen and Chuck Heath.**

23. Sick leave usage out of control. Al Smith is very concerned about the amount of sick leave used daily.

**No comments.**

24. FMLA Classes.

**The union and management realize the need to educate postal employees on FMLA regulations. Al Smith will contact Doug Warner to get some information.**

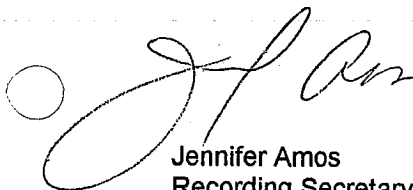
25. Town Hall Meetings.

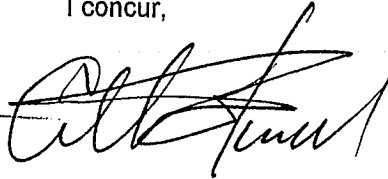
**Al Smith wants to keep employees informed through town hall meetings. He is planning to conduct some soon.**

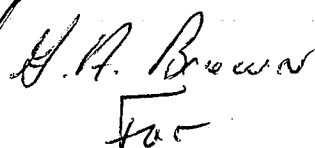
Respectfully,

I concur,

I concur,

  
Jennifer Amos  
Recording Secretary  
WMAL – APWU

  
Alton Smith,  
Plant Manager,  
Grand Rapids P & DC

  
Murry Weatherall,  
Postmaster,  
Grand Rapids Post Office

CC: Steve Austin  
Bill Scutt  
Jim Sweeney

Catherine Beemblossom  
File