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MAR 29 1999

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WMAL - APWU
Grand Rapids Installation
LABOR - MANAGEMENT MEETING
March 8, 1999
10:00 AM

Present:

Ray Novakoski, Alton Smith, Bob Makowski, Jeannette Jackson, Jennifer Amos, Mark Juczynski, Phil Roth, Tim Holmes, Jim DeYoung, Fred Torres,

Unfinished Business:

1. Call in policy. Update.

Call in policy has been initiated. Still working out the bugs. Tour one had problems locating key to time card rack. There is still a problem collecting cards.

2. Tour III supervisors not following the pecking order for overtime. Overtime not distributed equally. Duane Miller to update after conferring with Fred Torres.

Fred Torres assured us this problem has been resolved.

3. PTF SDOs. PTFs are scheduled to work six days a week in lieu of listers receiving overtime on their SDOs. Update. Al Smith has taken the following position in many LM meetings: PTFs will have two scheduled days off. It is management's responsibility to look at overtime needs on a daily or weekly basis. Management must not establish a blanket policy arbitrarily scheduling PTFs to work six days a week. This policy is not adhered to at all facilities and all tours. This language needs to be distributed to all managers and supervisors. Update.

Fred Torres said this problem has been resolved.

4. Postal Retail Stores. The postal retail stores are not regularly staffing the front register in the lobby. This issue was not addressed at the last meeting.

Gil Brown to discuss with Tim Holmes.

5. Kentwood custodian. The custodian at the Kentwood station requires foul weather gear to perform his duties. The salt he spreads is destroying his clothing.

Jim DeYoung to update at next meeting.

6. PTF overtime. It appears PTFs on all tours are treated differently when it comes to holidays and overtime. Tour I PTFs don't seem to work as much overtime as tour III PTFs. Tour I didn't require PTFs to work 12 hours on the holiday. Al Smith to talk to Mike Chrisman. Update next meeting.

Mike Chrisman said he is in compliance. Fred Torres to talk to Sally Murphy to clarify.

7. Seymour security. Clerk working at Seymour Square post office feels the lack of security may be a problem in the future. Currently, she works alone for 1 ½ hr. in the morning.

Gil Brown will follow up with Theresa Pitsch.

8. Phone at P-1. Phone not answered regularly. Mail Flow Coordinator mandated to carry portable phone when away from the office. Al Smith to contact Phil Roth for response. Update.

Alton Smith instructed Phil Roth to make sure the portable phone is carried at all times. Emergency phone would be a great idea. Phil to follow up with his staff. Alton Smith wants Phil Roth to have a visual light to indicate a ringing phone.

9. Joint FMLA training. Al Smith to set up joint training (union/management) for FMLA sometime in near future. Michelle Hawley is the FMLA representative for the local. Update.

No new information.

New Business

1. Canceling overtime. Managers at P-1 are distributing overtime then canceling it 10 minutes before the end of tour. Employees sometimes need to make special arrangements to work overtime.

Phil Roth to follow up with his staff.

2. Emergency phone calls at P-1. An employee at P-1 received an emergency phone call at 0200 and didn't get the message until 0600. The supervisor said he made the determination that it wasn't an emergency. [The situation dealt with medication for a child]

Phil Roth to follow up with his staff. An emergency is an emergency. Supervisors may not make the final determination regarding emergencies calls.

3. Overtime forced on tour III automation employees to cover tour I service talks.

Alton Smith wants Tour I to notify Tour III in advance when a service talk will be given. Tour I can just as easily come in early for talks as Tour III staying late to cover such talks.

Off The Agenda

1. FMLA LWOP.

Alton Smith said Management would not try to enforce any blanket policy denying LWOP for FMLA. Supervisors can approve LWOP in lieu of paid leave for FMLA.

2. Veterans Day Display in MPO lobby.

Alton Smith is agreeable to allowing a Veterans Day display in the main post office lobby.

3. Face to Face target mail. Problems with enforcing the face to face policy at MPO due to lack of personnel.

Alton Smith is committed to making the Target Mail program work.

4. Heavy Hampers. Hampers filled with too much mail have become a safety hazard. Flat sorter operators do not easily empty this equipment.

Alton Smith is considering the purchase of hamper lifters to ease the use of heavy hampers.

5. Smoking outside designated areas.

Alton Smith said he would instruct his staff to diligently enforce regulations in regards to designated smoking areas.

6. Documents sent from Personnel aren't received in a timely manner. Some of these documents are time sensitive.

Alton Smith to follow up with Personnel.

7. One hour overtime notice to all employees, including casuals.

Alton Smith said he believes casuals should be extended the same consideration as career employees when overtime is necessary. He wants his staff to call give one hour notice when calling overtime.

8. PSDS Backlog. Grievance pay adjustments and clock ring requests are backlogged.

Alton Smith said this matter would be resolved soon.

9. Finger Cots. The union would like management to purchase latex fingers cots used to protect fingers from cuts and abrasions.

Alton Smith would like the union to provide additional information to Jim Anton. He is willing to pursue this matter.

10. Updated route times posted for cleaning swing rooms and restrooms.

Jim DeYoung to follow up.

11. Hazardous Material in trailer. Unidentified Hazmat shipped in APCs was sitting in trailer on dock.

It was suggested that drivers be trained to transport Hazmat along with acquiring a special license. Juczynski wants trailer marked and identified as hazardous. Alton Smith to follow up with Dennis Brandt and update at next meeting. Phil Roth will also pursue. Jim Tennant to contact DOT.

12. PTFs hours in MVS. PTFs working split shifts to get eight or nine hours work within 15.

Jim Tennant said because of DOT regulations, this problem would probably be resolved. We must come into compliance with these regulations. Alton Smith will call Barb Kieborth to open up some new positions.

13. MVS Mechanic. Holidays have become a problem in MVS due to lack of mechanic.

Juczynski asked if a mechanic could be brought in on holidays. The mechanic could be responsible for washing trailers when he has spare time.

14. VMF job posting. It appears jobs are ^{NOT} getting posted for VMF vacancies.

Issue not resolved.

15. Unsightly trailers and tractors. Tractors and trailers are not maintained properly. The equipment looks shabby and unkempt. Juczynski believes PTFs could get their hours by washing this equipment

. This issue was not resolved.

16. DOT random drug testing. This procedure currently performed at Riverview Bldg. Juczynski would like it done at a Med Center.

Alton Smith to follow up.

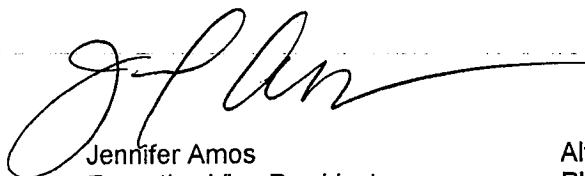
17. Supervisors transporting mail. Tour one supervisors regularly transporting mail to associate offices.

Alton Smith to establish a process to log and track all requests for extra MVS assistance. Supervisors are to contact MVS for the transport of mail.

Respectfully submitted,

I concur,

I concur,



Jennifer Amos
Executive Vice President
Western Michigan Area Local

Alton Smith
Plant Manager
Grand Rapids P & DC

Kimberly Goebel
Postmaster
Grand Rapids Installation

CC: Raymond Novakoski
Jennifer Gilbert
Jim Myszka
Mark Juczynski
File