

## APWU LABOR/MANAGEMENT MEETING MINUTES

An APWU Labor/management meeting was held on Friday, January 14, 2000, at 11 AM. APWU representatives were: Jim Myszka, Ray Novakowski, Jennifer Gilbert. Management representatives were: Al Hall, Judy Taylor, Walt Walkowski, Fred Torres, Kim Goebel, Alton Smith, Mark Himburg, Jim DeYoung, Frank Kloska, Fred Quillin, Mike Chrisman, Phil Roth. Pat Van Duinen took minutes.

### Unfinished business

1. Time card rack on first floor.

**The time card rack has been moved to the second floor for the employees who work on the second floor. The supervisors are not available to pass out the timecards, Alton will check into this.**

2. PSDS and PEDC relief on tours III and I.

**The next time a manual job is vacanted the posting will include relief duties in either PSDS or PEDC.**

3. Return to duty problems.

**If an employee return to work is delayed due to the health unit not approving in a timely manner, notify Kim or Alton. Suzanne Surrell will be notifying the MDOs by ccmil message of the approvals of the employees who can return to work.**

4. AWOL in lieu of sick leave.

**Supervisors cannot change sick leave to AWOL; an employee with no sick leave should be LWOP.**

5. A 10 minute break when working 10 hours.

**Kim verified with Labor and it is approved.**

6. Employees with SDO and work schedule changes by a 3189.

**Any schedule change by an approved 3189 (either the time or day changed), the employee will not be working overtime, the supervisor cannot force OT nor can the employee have overtime when a work schedule change has been requested and approved.**

### New Business

1. A supervisor at the P-1 is utilizing clerks to transport employees to injured employees to Med Center that do not have a government license.

**This practice will cease, supervisor will be informed.**

2. Automation employees on Tour 1 are concerned about moving full bread carts. The weight of these carts makes it a safety hazard.

**Two persons will move bread carts, emphasize assistance when necessary.**

3. Clerks required to prepare station deposits without another person available to verify.

**Mark Himburg will get with Finance on correct procedure when no one is available to verify station deposits and a service talk will be done with employees on the procedure.**

4. Managers sending PTFs clerks home while allowing casuals to work.

**This is happening at the P-1, Judy will have the casuals leave before the PTFs if no other work is available.**

5. Window in smokehouse broke.

**Window fixed in the smokehouse on the upper floor, the window in the lower smokehouse will be repaired by glue when weather is warmer.**

6. Why was the customer's handicap parking moved for one end of the parking lot to the other end? **Handicap customers complained there was not enough room for them to move their cars and vans or to easily access their wheelchairs out of their vehicles with such close quarters in the parking lot.**

7. Zero tolerance. Maintenance is experiencing several problems in the form of racial slurs, harassment and physical contact.  
**Alton and Jim DeYoung will investigate.**

8. AMF T-6 clerk is required to use cc:Mail to forward reports. The clerk is not computer literate.  
**AMF clerk has now been trained, Phil will verify with clerk.**

9. PTFs are sent home in their 8<sup>th</sup> hour without last break.  
**Fred T. will check this out.**

10. Messages sent through cc:Mail should not be public record or part of a service talk when the message contains the identity of an individual; areas are motor vehicles and Bulk Mail.  
**Al will discuss with Samm and it will cease. Bulk mail unit is under Marketing and they need to be contacted.**

#s11, 12, 13 issues regarding Room 220 have been withdrawn by the APWU.

14. Customer Service employees and the 3971s. Customer Service employees still call into PSDS for leave, and PSDS offices is not accessible to employees, nor access to their 3971s.  
**Frank will discuss with Anna and a SOP will be put out on the correct procedure for Main Office customer service employees.**

15. Maintenance employees at the P-1 would like to report one hour early.  
**This would effect employees on all tours and their schedule's.**

16. Several employees have complained about not receiving holiday pay when they have taken LWOP either before or after the holiday, but not both.  
**PSDS is inputting correctly, Minneapolis has told PSDS they have to do pay adjustments. Alton will check into further.**

17. When employees call in sick during the holiday schedule, supervisors are informing them documentation must be provided because it is during the holiday schedule.  
**This will be done on an individual basis and circumstances.**

18. What is the status of Kentwood?  
**A carrier only site has been selected, 524 E. Paris, there has been no purchased, no approved funds, just at the early preliminary stage. Mark has a map with the location in his office if you are interested in the exact location.**

19. Maintenance employees have been informed that training will be drastically decreased for their craft.

**Headquarters has reduced training funding, by approximately 10%, more training will be done by satellite and reduce the cost of training.**

20. Why isn't discipline kept confidential? Incident incurred with an employee at Northwest Station involving discipline, employees knew it before the disciplined employee was informed.

**Mark will inform supervisors of the need for confidentiality.**

21. Labor-management minutes needed to be more timely done and distributed.

**I will do my best.**

22. More chairs are needed for the manual unit for employees with special needs.

**Chairs will be locked up and secured for the employees with special needs.**

23. MVS using S Curve on US 131. Will the routes be modified to accommodate the construction of the S Curve next year?

**MVS will have increase of three additional runs, 2 in the AM and 1 in the PM. S Curve plans will be changed as needed.**

24. MVS: Admin clerk from Grand Rapids working in Muskegon.

**VMF employees work for the District, Operations Programs Support, and the Grand Rapids management has no knowledge of this.**

25. The two existing refrigerators in the main office break rooms are broken and need to be replaced.

**No funds available for refrigerators.**

26. Why is the USPS buying and selling bears made in China?

**Grand Rapids management has no control, Headquarters sends them here.**

27. There is a problem with contract drivers entering the area behind the window counters at some associate offices.

**Need to know specific offices to know which drivers are doing this.**

28. Is the Postal Service using computer chips to monitor the movement of mail?

**The Postal Service is using a quality test letter that tracks the movement of the piece of mail, and by matching transportation times, and if there are delays where the delays are at.**

29. An additional expeditor is needed at the P-1 Tour II.

**Fred Q. will review the amount of time the relief expeditor is on higher level.**

30. The employees need to know what procedure to follow when threatened by another employee or supervisor. Who should the employee report the incident to in these situations?

**Service talks will be done to address, Fred Q. has a poster for Zero tolerance, and he will share.**

31. MVS: Tour III dispatchers currently decide which dispatcher will stay for extra trips on overtime.  
We request the supervisor be responsible for these decisions.
32. MVS: Tour III dock supervisors are not using the OTDL when they get a sick call.  
**Fred Q. will address both issues with supervisors.**

33. MVS: Indigents walking through GMF parking area.  
**Fencing has been installed and Jim DeYoung has been working on this.**

34. MVS: MVS accused of leaving late on dispatches.  
**The computer needed updating. The plates established is what they go by.**

35. MVS: AMF has shortage of personnel because of diversion.  
**Phil has added one more person.**

36. MVS: Reminder on shortage of mechanics on call.  
**There are mechanics on call, VMF is in the process of having a truck available at all times if one breaks down. Preventive maintenance is behind, and will be discussed.**

37. MVS: PTF replacement.  
**Hiring register is to be replaced.**

Additional items by APWU representatives:

**Is there a new policy for car trouble calls to be into work within two hours?**

**Response: This should be on an individual case, every effort should be made to arrival within two hours if there is car trouble.**

**Is there a policy for every time you call in sick, there will be an employee discussion?**

**Response: Management will work with each employee on an individual basis.**

**No supervisor available at the AMF for sick leave calls.**

**Response: Phil will develop a policy.**

**Mats are needed.**

**Response: With the new floor that has been installed, mats were not to be needed.**

**Vending price increase.**

**Response: No control.**

**Lights are burned out and not being repaired.**

**Response: Lights will be repaired, when maintenance is available, lighting will be measured if there is a problem.**

**Lobby door with a combination lock, needs to be removed, in case of a fire, opens the wrong way.**

**Response: The lobby door is not an exit for a fire.**

Additional items by management:

**Rate increase is being discussed; it would take ten months before approval.**

A meeting will be held with all the labor unions on a safety program called Safe T 2000. Notices will be sent out soon on day and time of meeting.

The Grand Rapids GMF has recently been taken off the 5-year plan for a new facility to the current year plan. This stills means that no funds have been approved and still in early preliminary plans. Suggestion to have a visual fire alarm system in the new facility for the hearing impaired.

Kim read a couple of articles that were printed recently in the Forbes magazine on the competition and E-commerce. The USPS is losing \$17 billion in revenue, that is 27% total revenue. UPS is investing a lot in technology, we need to move fast in this field too.

Hi-lows are only to be on the dock and not on the work room floor.

The maintenance windows keep reducing as the machines are needed more. Maintenance service will be done more on T-2. There will be adjustments done over the next few weeks.

Respectfully submitted,



Pat Van Duinen

pvd093