

RECEIVED

AUG 08 2000

G.R. P & DC

WMAL - APWU
Grand Rapids Installation
LABOR - MANAGEMENT MEETING
July 18, 2000
10:00AM



Present:

Dan McKay, Walt Walkowski, Ray Novakoski, Bill Scutt, Anna Armstrong, Jennifer Amos, Kim Goebel, Jim Miller, Ron Twentyman, Mike Gordon, Fred Torres, Art Hotchiss Jr., Barb Keiborth, Doug Warner, Jeanette Van Warner, Fred Quillin, Phil Roth

Unfinished Business

1. The union would like more information on Anna Armstrong's designation. The union had never been informed as to what Anna Armstrong's position is. Anna is the FMLA coordinator. Update.

This issue has been resolved.

2. What is considered Acceptable Documentation? Also, employees are asked to bring in medical documentation well after the incident, making it next to impossible to provide. Update.

Barb Keiborth stated she has been advising management to ask for specific documentation. If medical documentation is needed, then ask for it. If not, ask for what is appropriate. She suggested avoiding the term "acceptable documentation" since it doesn't specify what is needed. Never leave the employee guessing. Anna Armstrong said the attendance office supervisor would be specific when asking for documentation.

3. On 5-29-00, Deb Little Tour III supervisor told the PTF's they would get an early out if their work was done, then turned around and denied them the early out. Management will look into this. This should not be happening. Update.

Fred Torres said he had dealt with this, instructing his supervisors not to promise something they can't deliver.

New Business

1. Status of ASFSM 100 and the impact statement. Need more information about the proposed staffing and on-site data conversion operators.

Al Snyder sent out an impact statement in April. He will provide the union a copy. He said there would be a keying room in both facilities when the two ASFSM machines are operational. P-1 should be receiving an ASFSM October 2000 and the MPO will receive one July 2001. This new machine should absorb jobs from 881. Al commented that there would be no excessing.

2. Maintenance on the FSM. Dust and dirt is blown from the FSM machines causing employees discomfort. We would prefer a broom or vacuum be used. Can the vacuum system from the LSMs be used?

Dan McKay will address this issue with the maintenance employees.

3. Sealing of the basement floor causing many parking problems. Management said this would be done on the weekend, but this has not happened.

Dan McKay will address this issue with maintenance.

4. Unilateral changes. Numerous changes in the installation are being made without informing the union in advance. We are often notified well after the fact.

The union requests to be kept informed of changes that affect the membership. Neither Kim Goebel nor Jim Miller was available for comment.

5. Main office windows. Update on any changes in the main office window operation.

Kim Goebel will contact Oleda Kellogg for more information.

6. Attendance reviews are given monthly in automation tour III. Is there a reason? Can this possibly be enough time for any significant changes to take place?

Fred Torres said this could benefit some employees.

7. Deb Little, tour III time and attendance supervisor, requested prognosis/diagnosis on medical documentation submitted for an absence. Deb told the employee Anna Armstrong instructed her to ask for this information before she would accept the documentation.

Anna Armstrong stated she was not familiar with the situation. Fred Torres said Deb Little is aware she cannot request prognosis or diagnosis on documentation.

8. FMLA annual usage. When an employee uses annual for a documented FMLA request, s/he should be allowed special consideration to use LWOP when requesting future leave, including prime time selection.

Jim Miller said he would consider requests with extenuating circumstances. Kim Goebel said she would continue to abide by language in the ELM when approving LWOP.

9. Call in policy and documentation. Documentation should be requested at the time of the call not after the fact.

Everyone was in agreement. Documentation shall be requested at time of call.

10. Time limits on providing acceptable documentation. Employees are being denied a reasonable amount of time to provide additional documentation, especially when the first document was deemed unacceptable.

Fred Torres stated this new call in process with resolve this problem. The fact that supervisors will be asking for specific documentation should prevent future problems.

11. Medical documentation release. It can be released without the employees written consent. The union is requesting that Doug Warner or Barb Keiborth be present for this issue.

If union representatives can prove there is a need for such information, it must be released. Barb stated in #14 that she plans to inform managers of the process.

12. Semi trailers are still kept in growing numbers in the parking lot at P-1. Mike Gordon's presence is requested.

The union has noticed an increase in the amount of trailers left on postal premises at the P-1 facility. This is decreasing the amount of parking spaces. Mike Gordon stated he is in the process of getting the trailers back to Detroit. He suggested that Fred Quillin call a meeting for the Parking Committee to survey the problem.

13. Jeanette VanWormer, acting MDO at P-1 is harassing employees for talking while they work.

Jeannette VanWormer said she doesn't have a problem with the employees talking as long as they are productive.

14. Reviewing documents. Information requests are denied when the union asks for the contractual right to review information, such as clock rings. Doug Warner or Barb Keiborth to be present for this issue.

Barb Keiborth said to send information request denial to her for final determination. She stated the union has a right to sensitive information without employee release, according to the handbooks and manuals. Barb will send out a directive in the near future, outlining the process. Fred Torres said he is cooperating with the stewards on his tour by approving/finalizing information requests.

15. Step three appeals. Is the plant manager receiving a copy of the step three appeals sent for review?

The union would like Jim Miller to review step three appeals. He was unavailable for comment.

16. Light duty denials. The union feels there is sufficient work to accommodate most light duty requests. The bone table in automation is currently being staffed with employees working overtime, while the employees who requested light duty sit at home.

Jim Miller unavailable for comment.

17. Documentation sent to Med Unit -- then faxed to Plant Manager's office -- is delaying return to work for several employees. Too much time is elapsing between the submission of the document and the time it's received by the time and attendance supervisor. This delay is causing undue harm to the employees.

Miller wasn't aware this was still an issue. Anna Armstrong said she might be able to resolve this problem since her office will be staffed 24hrs. The attendance office can receive "return to work" documentation from the Medical Office and expedite its distribution.

Off the Agenda

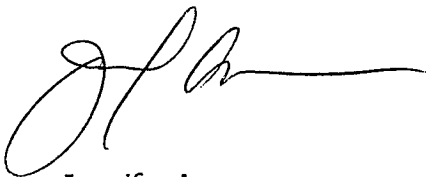
- 1. PTFs don't need the union to sign their schedule changes. PTFs don't have a set schedule to change. Al Snyder will send cc:mail to supervisors.**
- 2. Tour III working overtime to cover Town Hall meetings for tour I. The union doesn't feel this is a fair practice.**
- 3. Supervisors need to be instructed to complete and submit OWCP claims in a timely manner.**
- 4. Bill Scutt wants to commend the ERT members for doing a great job during the fire at P-1.**

**Please note these questions were not asked in numeric order.*

Respectfully,

I concur,

I concur,



Jennifer Amos
Executive Vice President
Western Michigan Area Local
American Postal Workers Union

Kim Goebel
Postmaster
Grand Rapids Installation
Grand Rapids MI

Jim Miller
A/Plant Manager
Grand Rapids P&DC
Grand Rapids Mi