



WMAL – APWU  
Grand Rapids Installation  
LABOR – MANAGEMENT MEETING  
June 21, 2000  
10:00AM

Present:

APWU – Ray Novakoski, Bill Scutt, Jim Myszka, Mindy Moore  
USPS – Kim Goebel, Jim Miller, Mike Chrisman, Bob Makowski, Ron Twentyman, Mike Blundell, Fred Quillin, Phil Roth, Al Hall and Judy Trailer.

**Unfinished Business**

- 1. 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?

*Customer service is updating their news service bulletin and it will be sent out. P & D are working on something also. The union had some concerns of current problems at the P-1 and will be providing names to management.*

- 2. P-1 would like to get stairs installed to the upper parking area.

*Jim Miller states this year the owner of the building is paving the parking lot, next year they will add steps.*

- 3. 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. A meeting will be set up the week of July 10<sup>th</sup>. Update to follow.*

- 4. 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.

*Will be discussed at the July 10<sup>th</sup> meeting. Update to follow.*

- 5. Light duty and 8/40. Why are employees being forced to complete light duty requests to be excused from overtime?

*Light duty requests over 40 hours is a request and if the union produces a settlement to show otherwise, management will abide.*

**New Business**

- 1. Sealing the floor in the basement is causing a problem during the week. Could the project be done on the weekends?



JUL 12 2000

G.R. P & DC

*Jim Miller stated they will try to have it done this weekend.*

2. New time and attendance operation. What is the new system and how does it work? Will new positions be established to cover new duties and responsibilities?

*This will be discussed at the July 10<sup>th</sup> meeting. Update to follow.*

3. What effect will the new process in #2 have on PSDS? Has a new system been developed to input time and attendance information? How will it work and who will be doing the input?

*This will be discussed at the July 10<sup>th</sup> meeting. Update to follow.*

4. Vacant expediter position on Tour I at the P-1 annex causing a concern with employees. One of the expediters is being required to do both the dispatch and expediter duties. Why?

*Judy Trailer stated this situation has been corrected.*

5. VAP mail profile. Why are mail handlers on Tour I and Tour III being used when it is clerk work? And what level are they being paid?

*Tour I clerks and Tour III mail handlers volunteered. VAP survey is done Friday June 23, 2000. Employees are not being paid level 10.*

6. Bone Table—Tour II and Tour I at the P-1, need a duty assignment and a relief. At this time priority mail is left in the area as no one can work it.

*Fred Quillin said there is no need for a position on Tour II and will not create a full time position. However, he will attach bone table relief to a vacant bid job on Tour II but not on Tour I.*

7. Emergencies. Tour I supervisors at the P-1 not handling emergencies properly. It appears they need some training.

*Refer back to #1 of unfinished business.*

8. Delay in returning employees to duty. After medical documentation has been provided and the health unit transmits a release, the message sits in the plant manager's office for several more days, delaying the employees return.

*Jim Miller stated he believes this to be corrected. He will give Suzanne Surrell a cc: Mail list of all MDO's and supervisors to notify so no future clearances will be delayed.*

9. Light duty assignments. Why has management declined so many requests for light duty?

*Jim Miller will send a letter to the union designating who will approve or disapprove requests for light duty.*

### **Extra Items**

1. Power outage on 6-2-00. Fred Quillin told employees to keep working in the dark.

*Fred stated employees were allowed to go home if they wanted to. Other employees went to the break room. No one was required to work in the dark.*

2. 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.*

3. Tour III employees not being allowed to see stewards. Also being told they cannot see a steward on their break or lunch. Making them wait until Tour I comes in.

*Twentyman stated management **will** allow employees to see their steward. The employees must be allowed to see their steward within a reasonable time.*

4. Trailers in the parking lot at P-1 and also new directive for parking from the landlord. Bill Scutt says it is his understanding Al Snyder had asked for the original rental contract from Grooters. We should review.

*Mike Gordon will look into this.*

5. Customer service augmented clerks wish to express preference in assignments by seniority.

*Kim will look this and get back to Bill Scutt. A meeting has been set up to discuss this. Update to follow.*

6. A supervisor is being allowed to return to work after grabbing an employee, why?

*Jim Miller determined the supervisor could come back since the investigation was completed. No other details given.*

7. Any word on the new building?

*Jim Miller stated the plant is still on the 5-year plan. Kim Goebel is checking into a new building for the Kentwood Station. Will update.*

8. Employees being approved for prime time vacation, but then run out of Annual leave.

*Kim Goebel stated she will review LWOP in accordance with the ELM. Twentyman stated that if another employee wants the time another had to give back due to running out of leave, they will be allowed to take the time.*

Respectfully,

I concur,

I concur,

*Melinda Moore*

Melinda Moore  
Steward  
WMAL/APWU

Jim Miller  
A/Plant Manager  
Grand Rapids P & DC

Kim Goebel  
Postmaster  
Grand Rapids

Cc: Ray Novakoski  
Bill Scutt  
Jim Myszka  
Mark Juczynski  
File