

**WMAL - APWU**  
**Grand Rapids P&DC**  
**LABOR - MANAGEMENT MEETING**  
**March 30, 1998**  
**2:35 PM**

**Present:**

Alton Smith, Steve Austin, Fred Quillin, Bill Scutt, Phil Roth, Al Hall, Jennifer Amos, Catherine Beemblossom, Dan Verastequi, Jim Tennant, Marv Branch, Gil Brown, Mike Szubinski

**Unfinished Business:**

1. Banding in the FSM operation. Tubs of flat mail sit on the dock truck after the mailhandler goes home -- clerks then band this mail after pulling the machine down. Al Smith planned to set up a meeting to resolve this issue.

*Al Smith will develop a SOP for this operation by April 6, 1998. Mailhandler will change work hours.*

2. Emergency messages. Weatherall wanted an SOP written on this subject. Has this problem been properly addressed?

*Revised SOP has been submitted by Fred Quillin. The problem exists because there isn't anyone available to answer the phone. Al Smith asked Marv Branch to do some research and acquire a phone that can be used throughout the building. This phone will be used as the emergency line and will be carried by a designated person at all times.*

3. FAA audit. Update on how the audit is proceeding.

*According to Phil Roth the audits are proceeding as usual. Al Hall said tour III has completed training on target mail. Red cards with tips on target mail have been distributed to carriers and window clerks. Bill Scutt would like all clerks who would be subject to the FAA audit to have one of the red cards. Phil Roth will follow up with this request.*

4. Paychecks being placed in envelopes. The APWU would like to see this continue.

*Al Smith said this will continue for mail processing.*

5. RCA's transporting mail to MPO. Update.

*Gil Brown said he would follow up with Weatherall at a later date.*

6. Courier between P-1 and MPO to deliver official mail. Has this task been properly assigned?

*Jim Tennant said a mailhandler going to the annex on overtime was transporting the official mail. This mailhandler has a bid job at the annex and is not making a special trip. Scutt said he knows of an incident last week when this employee took paychecks to the annex in the morning. Tennant said he was not aware of the incident and that it was not an acceptable procedure.*

7. What is the status for the purchase and installation of an ice machine at the P-1 annex?

*Al Smith wants the social and rec committee to pursue this issue at their next meeting.*

**New Business**

1. Vehicles parking in spaces designated for Special Delivery Vans. Jim Sweeney would like this practice to cease.

*Special delivery vehicles on the 2nd floor row Z are being blocked by vans. Gil Brown will follow up.*

2. Overtime in CFS not equitable between tours. Has this been resolved?

*Scutt would like overtime in CFS to be on a voluntary basis again. Since management started mandating employees for overtime, sick leave increased while productivity remained the same. Gil Brown to follow up.*

3. Clerk-typists and general clerks are having a problem getting annual leave because there isn't anyone to replace them. The replacement must be experienced.

*Scutt would like more clerks trained to back up clerk-typists and general clerks. These clerks have been denied annual leave because they don't have anyone to replace them. Catherine Beemblossom noted that PEDC clerks have the same problem.*

4. Proposed call-in policy for PTFs on probation. What is the status?

*According to Al Smith, more than two call-ins within 90 days is grounds for termination. Jim Tennant agreed. He said he determines this on an individual basis. He uses form 1730 to let the employee know what is expected of him or her. Mike Szubinski is very concerned about creating a blanket policy. He wants management to know this is in violation of the collective bargaining agreement. Al Hall and Fred Quillin are both in agreement that each case should be evaluated on an individual basis.*

5. Close 2nd floor due room door -- carriers should get accountables and keys from window.

*Scutt wants the carrier bar eliminated due to security problems. Gil Brown is not willing to do this. Scutt wants to ensure the door to the accountables locked at all times. Gil would like to have a meeting with Scutt to discuss solutions.*

6. Why weren't the 9 flat sorter jobs posted for the annex, on the last bid cycle, as agreed?

*The bids in question will be posted on the next cycle.*

7. The APWU would like to set up another "joint" FMLA training session for supervisors, postmasters and stewards.

*Al Smith is agreeable to this.*

8. APWU would like to see basement painted and lighting improved.

*Marv Branch said the light fixtures would be fixed shortly. After this, painting will be considered.*

#### **Off The Agenda**

1. Overtime on 881 at the annex. When barcoded mail is worked on the FSMs, who is eligible for overtime? Currently, mail processors are working bar coded mail. Jim Tennant said he wants to schedule a meeting with Scutt to discuss the issue.

2. PTFs on tour two at annex. Tennant will post four jobs at the annex. After this, the PTFs will be eliminated on day shift.

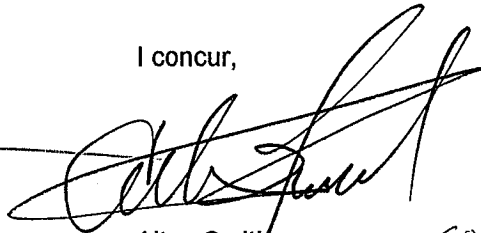
3. Steward time. Phil Roth wants the union to ensure stewards are using appropriate operations when released for stewards time.
4. Steward interview. Scutt was told that stewards at annex were allowed only 5 minutes for grievance interviews. Tennant said this policy pertains to the "initial interview" not for the grievance itself. A time will be set at the initial interview to meet later to file a grievance.
5. Empty sacks will go to a new facility for processing. The P-2 will be closed soon.
6. Machines at annex not regularly cleaned. Marv Branch will follow up.
7. Late arriving express mail. Express mail from AMF and annex arriving late. There continues to be many SCF failures due to these delays. Tennant will follow up at annex. Mike Szubinski will contact Joan Pepper to inform her of the problem.
8. Szubinski wants Sweeney to be involved with the interviews for hiring the special delivery messenger. Steve Austin doesn't think this would be a good idea.
9. Tornado procedure. There will be a visual alarm installed. Gil Brown to update.

Respectfully submitted,



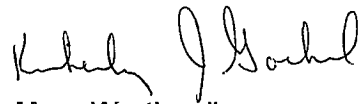
Jennifer Amos  
Recording Secretary  
WMAL

I concur,



Alton Smith  
Plant Manager  
Grand Rapids, P & DC

I concur,



Murry Weatherall  
Postmaster  
Grand Rapids

CC: Catherine Beemblossom  
Bill Scutt  
Scott Larabel  
Steve Austin  
Mike Szubinski

Jim Sweeney  
Jim Smith  
File

for