

# **Labor/Management Meeting**

- 1) Union time. Any Shop Steward will clock on and immediately complete a Union time request sheet and present this to their supervisor who will sign it. The Shop Steward(s) will stay on Union time until they are completed with their duties. Management can terminate the Union time, but must call Lakhjit Dheman who will call Kenneth Lerch and a mutually agreeable time will be worked out consistent with the spirit and intent of good-faith bargaining.**
- 2) Information requests. Any Shop Steward will hand a written information request to any supervisor who will sign the form. The information request will be fulfilled within 24 hours and handed to the Shop Steward. If management cannot provide the information requested within 24 hours they must call Lakhjit Dheman who will call Kenneth Lerch and a mutually agreeable time to provide the information will be worked out consistent with the spirit and intent of good-faith bargaining.**
- 3) 3996's. Any Carrier requesting a 3996 will be provided one promptly after informing management verbally as to the reason for the request. After the Carrier has completed the 3996 and handed the 3996 to a supervisor, the 3996 will be acted on promptly, initialed and a copy of the 3996 will be provided to the Carrier upon request. Any Carrier, who believes they will need overtime or assistance to complete all of their assigned duties for the day within 8 hours, must request a 3996 in accordance with the above. All auxiliary assistance should have a completed PS 3996 to show travel time to & from the route and actual delivery Time.**
- 4) 1571's. Any Carrier who is authorized to curtail mail must request a 1571 a hand this 1571 to a supervisor who will sign the 1571 and provide a copy to the Carrier upon request. Any mail left at the Carrier's case must have a completed 1571.**
- 5) Management will encourage input from the Shop Steward's within their respective units. Management may accept the input or reject the input. Any complaints about this will be brought to the attention of Lakhjit Dheman and Kenneth Lerch who will resolve the problem.**
- 6) Work Schedules must be completed by 3:00pm on Wednesdays and 3:00pm on Tuesdays preceding a holiday week. It is the Postmaster's**

instruction for management to review the holiday schedule with the union before posting.


7) Evidence for sick calls will be limited to the following; A Carrier who is given an undesirable task and then falls out sick can be required to provide documentation for the sick leave requested. A Carrier who requests annual leave and is denied and then calls in sick on that date can be required to provide documentation for the sick leave requested. A Carrier who has an obvious pattern of sick leave can be required to provide documentation for the sick leave requested. An example of an obvious pattern is calling in sick 7 Saturdays during the year. Any Carrier who calls in sick for more than 3 consecutive workdays must provide documentation for the sick leave requested.

8) Management must inquire about unauthorized overtime or disallowed time in an office in private. Management must record the Carrier's comments on the 1017-B or 1017-A as applicable and should inquire about the unauthorized time or disallowed time the next workday that the Carrier is present.

9) ODL Tracking: Management will update the ODL Tracking sheet on a daily basis. Weekly updates of ODL tracking must be given to the Union and posted with a signed copy for all the employees to see it. Any union input must be considered to make sure all the ODL's have equitable overtime for the quarter.

  
Management 6-2-09

Lakhjit Dheman

  
Station Manager

Supervisor(C/S)

Supervisor(C/S)

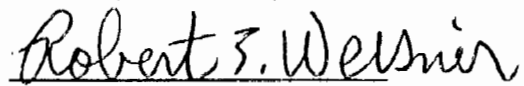


Union

Kenneth Lerch

 6-2-09 6/22/09  
Supervisor (C/S)

Supervisor (C/S)

  
Union Shop Steward

Union Shop Steward