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June 11, 2018

Mike Willard
Plant Manager
Orlando P&DC

Re: Locally Developed Forms

Mike:

On January 10, 2018, I had sent a letter to Don Shandor, who was the Plant Manager at the time, concerning members of his staff instructing employees to sign a locally developed form regarding Attendance once they returned to work. That ceased, and I have not heard anything else on the subject until today. I am now told that members of your staff have started implementing some 'new' local form titled **Notification Letter for Attendance** (something like that) and requiring employees to sign such. I was told this is occurring on Tour 1. I do not believe that local management has the authority to change and/or locally develop new forms. The ASM (Administrative Support Manual), Chapter 3, Section 324.1 states:

324 Development, Coordination, and Clearance

324.1 Development

*Headquarters organizational units approve the requirements for **new or revised forms** within their functional areas. Forms Management analyzes and designs the form and assigns an identifying number.*

Below is a question and answer in support of the APWU's position, and is from the Southeast/Southwest Area Joint Contract Applications Manual (JCAM) which states:

3. Can management develop forms locally?

RESPONSE:

*Yes. **If the procedure and provisions for the approval of locally developed forms in Section 324.12 of the Administrative Support Manual is met.***

SOURCE: Step 4 (H4N-5R-33012), July 8, 1988- Section 324.12, Administrative Support Manual.

I would like to discuss this at your earliest convenience so that you would be able to stop this at the onset.

Thank you,