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January 10, 2018

Don Shandor
Plant Manager
Orlando P&DC

Re: Holiday Posting/Badge Rack (Pink Card)/Letter of Notification

Don:

Holiday Posting

It has come to my attention that when management schedules employees to work the holidays many Clerks are not informed. As in the case with overtime, whereas management informs the employees face-to-face, it is the position of the APWU here locally that we would appreciate your staff informing the employees if and when they are scheduled to work on holidays. Many employees do not sign up to work the holidays, and full-time regular employees 'normally' do not check the schedules as they have an assigned duty assignment. It would seem to be in the employee's best interests to be notified of any such work assignments. This would and could prevent any future problems in this area going forward.

Time Card/Pink Card

Back in June of 2017, I sent you a letter concerning the handling of the employee's time cards. It has been brought to my attention, once again, that there is a new practice being implemented in the Orlando P&DC once an employee returns back to work after an absence. Apparently, management is still removing the employee's time card badges from the time card rack when an employee's calls out sick, and placing some sort of a **pink placard** in its place, and then the employee must hunt down a member of management to retrieve his/her time badge. I thought this new practice of removing the time badges and having them sequestered in the Control Center had **ceased**. I have been advised that on a few occasions, and quite recently, when a couple of employees returned to work after an illness there was a notice in the time card rack for these employees to report to the Control Center to recover their badges. The timekeeper responsibilities in the F-21 states that, "*the timekeeper should organize the time cards to make clocking **in and out** as efficient as possible.*" The filling out of PS Form 3971's is to be done on-the-clock, and having to go to another area to attempt to retrieve his/her time card puts the employees in harm's way in so far as being counted as late to work.

I was also told today that members of your staff have implemented some 'new' local form titled **Notification Letter for Attendance** (something like that) and requiring employees to sign such. 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.

The Handbook F-401 states in part:

G. Access to Time Cards or Badges

Employees are permitted access to time cards or badges up to a maximum of 5 minutes prior to their scheduled starting time. (See Handbook F-21, *Time and Attendance*)

The Handbook 401 above clearly states that, " **Employees are permitted access to time cards or badges up to a maximum of 5 minutes prior to their scheduled starting time**"

I would be willing to meet with you and your staff to discuss these concerns. I do realize that the USPS has some latitude to handle time cards in specific manners, but I would like to know exactly what the process the USPS expects from the employees when they arrive to work after an absence. Let me know when you and/or your staff are available to discuss this.

I look forward to your soon response.

Sincerely,



President

Cc: Robert McSorley, Vice-President
APWU Bulletin Board

