



American Postal Workers Union, AFL-CIO
Central Florida Area Local, #1462
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January 7, 2016

Tim Holmes
Postmaster
Orlando FL

Re: Grievance Processing

Tim:

As the new President of the Central Florida Area Local, I wanted to let you know the Local's stance regarding the handling of the Step 1 and Step 2 grievances. One of most difficult items we are encountering as a Local is our not receiving the requests for information timely, and which EAS employees we are to meet with on particular cases. It seems that many Supervisors and Station Managers are moving from office to office quite frequently, which makes it difficult to contact them and/or receive calls back. Going forward, once we submit the request for information to the immediate supervisors we are to expect the information no later than five days, but of course we would expect it earlier if you have it (see attached letter from the USPS VP of Labor Relations). We will meet at Step 1 with the immediate supervisors per the Collective Bargaining Agreement within the 14 day time-frame, and we will be expecting the Step 1 decision from the USPS within 5 days. If we do not receive the requested information as stated above, we will consider that to be deliberate unless there is a mutually agreed upon extension in writing. If we do not receive an answer to the Step 1 grievance within the 5 days we will be appealing the grievance to the Installation Head, which would be you in this scenario, and then of course the installation head or designee *"will meet with the Steward or a Union representative as expeditiously as possible, but no later than seven (7) days following receipt of the Step 2 appeal unless the parties agree upon a later date."*

This protocol is straight from Article 15 of the National Agreement. We as a Local can no longer put ourselves in a bind where we have so many outstanding grievances, and we can longer take the time to hunt down the EAS employees and send in numerous requests for information. If the protocol is not adhered to, we will then appeal these issues to Step 3 and copy the Suncoast District Labor Relations Department as to the problems we are encountering.

As you know, in this fast moving environment, no one has the time to waste, and we are no exception. Of course, if there are mutually agreed upon extensions we would certainly honor those, but the extensions should be the exception and not the norm moving forward. If you have any questions or concerns feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Joe Paul".

President

Cc: Stewards/Officers





January 19, 2010

ALL MANAGERS AND SUPERVISORS

SUBJECT: Information Requests and *Weingarten* Rules

The purpose of this memo is to remind you of two extremely important responsibilities related to your position with the Postal Service – the handling of information requests and adherence to the *Weingarten* rules. As a Postal Service supervisor, you are required to:

1. **promptly provide information requested by union representatives; and**
2. **allow employees to consult with a union steward under the *Weingarten* rules.**

Responding to Information Requests:

When you receive a request for information from a union representative, you must act promptly after receiving the request. There is no specific statutory time target, but a good rule of thumb for routine requests is to respond within five days of receiving the request. Do not wait until you have all the information if some information can be supplied quickly, but other information will take much longer to provide. If you need assistance in responding to a request, immediately contact District Labor Relations for help. Do not ignore requests or assume that you can wait a week or two to work on the request before responding.

***Weingarten* Rules:**

Employees, upon request, must be given access to a steward before and during any “investigatory interview.” An investigatory interview or pre-disciplinary interview (PDI) is any conversation which the employee reasonably believes may lead to discipline. If requested, you must permit the employee and the steward to meet privately for an adequate period of time before the meeting. During the interview, you must permit the steward to participate and advise the employee.

Training:

Two short videos are available to explain the duty to supply information and the *Weingarten* rules. You will find the videos on the USPS-TV On Demand webpage, <http://blue.usps.gov/pac/uspstv/vodlist.htm>. The links to the videos are located in the Employee Awareness section, under the following titles:

- **“Unions, Part 1: *Weingarten* – What You Need to Know”**
- **“Unions, Part 2: The Duty to Supply Information”**

Contact Your District Labor Relations Office:

Complying with the *Weingarten* rules and the duty to provide information can sometimes be complicated. If a question arises regarding any of the above, ask Labor Relations before denying an employee’s request for a steward or denying a request for information. When appropriate, Labor Relations will contact the Law Department for advice.


Doug A. Tulino