

American Postal Workers Union, AFL-CIO  
Central Florida Area Local, #1462  
10501 South Orange Avenue, Suite 117  
Orlando, FL 32824  
Phone: 407-854-6396  
Fax: 407-854-6399

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Office of Joe Paul, President  
E-Mail: JPPaulAPWU@gmail.com  
Cell: 863-640-2865

April 10, 2016

Mike Willard  
Plant Manager  
Seminole P&DC

Mike:

On March 31, 2016, I sent a letter to the Acting Plant Manager, Debbie Gornik, regarding the management stance on Tardy/Lateness/AWOL in the Seminole P&DC (see attached letter). As of today, April 10, 2016, I have had not had any correspondence from the management ranks concerning my letter.

On Thursday, April 7, 2016, I was informed from one of my APWU Officers, who is domiciled in your facility, that two Maintenance supervisors gave a Stand Up Talk threatening the bargaining unit employees under the umbrella of the APWU that, "if they were a single click late they would be subject to AWOL charges." As you must be aware, the F-21 Manual states:

*"Although each employee is required to clock in and clock out on time, congestion at time clocks or other conditions can sometimes cause clock time to vary slightly from the established work schedule. Therefore, a deviation may be allowed from the scheduled time for each clock ring up to 0.08 hours (5 minutes). However, the sum of the deviations for the scheduled tour must not exceed 0.08 hours (5 minutes)."*

It is the position of the APWU that there are some occasions where there can be instances of deviations of .08 units, and still be considered within the normal limits of employees work schedules, and should not be listed as AWOL/LATE. I have attached a copy of the letter from management to management, dated March 27, 2016, as well as my letter to Ms. Gornik in response to that correspondence dated March 31, 2016 on the issue. I have also been advised that two Maintenance supervisors gave a Stand Up Talk threatening employees, under the jurisdiction of the APWU, which they would be charged with AWOL, "if they were a single click deviated from their reporting time." It must also be so-noted that these employees we instructed by members of your staff that they "must sign that they received the Stand Up Talk and understood its instructions." This is improper. I have attached 2 Step 4 National resolves that state:

*"Signatures or initials may be required to verify attendance at a meeting, receipt of a document, etc. However, to require an employee to sign that he/she has read and understood instructions, as a condition of employment for which disciplinary action may be administered, is inappropriate."*



I, along with members of my staff, would like to meet with you to discuss this issue, as well as other items of concern as soon as possible. If you have any questions or concerns regarding this please feel free to contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Paul". The signature is fluid and cursive, with the first name "Joe" and last name "Paul" clearly distinguishable.

Cc: Executive Board  
File copy



Issue Signatures at Safety meetings.



EMPLOYEE AND LABOR RELATIONS GROUP  
Washington, DC 20268

M 00015

ARTICLE	19
SECTION	ELM
SUBJECT	
FORM	
INITIALING	

DEC 9 1977

Mr. Thomas D. Riley  
Assistant Secretary-Treasurer  
National Association of Letter Carriers, AFL-CIO  
100 Indiana Avenue, NW  
Washington, DC 20001

Re: Branch 458  
Oklahoma City, OK  
NC-S-8696/NSOK-15158

Dear Mr. Riley:


On November 17, 1977, we met with you to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The matters presented by you as well as the applicable contractual provisions have been reviewed and given careful consideration.

Signatures or initials may be required to verify attendance at a meeting, receipt of a document, etc. However, to require an employee to sign that he has read and understood instructions, as a condition of employment for which disciplinary action may be administered, is inappropriate.

In accordance with the above, this grievance is considered to be resolved.

Sincerely,

  
Robert B. Hubbell  
Labor Relations Department



N-G0651



UNITED STATES POSTAL SERVICE  
Labor Relations Department  
475 L'Enfant Plaza, NW  
Washington, DC 20000-4100

ARTICLE	19
SECTION	ELM
SUBJECT	
FORM SIGNATURE	

Mr. Brian D. Farris  
Director, City Delivery  
National Association of Letter  
Carriers, AFL-CIO  
100 Indiana Avenue, N.W.  
Washington, DC 20001-2197

JUL 1 1988

Re: Branch  
Mountain View, CA 94042  
H4N-5C-C 11608

Dear Mr. Farris:

On May 27, 1988, we met to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The issue in this grievance is whether it is a violation of the National Agreement for management to require letter carriers to sign in for stand-up-talks.

After reviewing this matter, we mutually agreed that no national interpretive issue is fairly presented in this case. This is a fact situation which should be resolved at the regional level by application of the step four settlement in Case No. WC-S-8696. Specifically, signatures or initials may be required to verify attendance at a meeting, receipt of a document, etc. However, to require an employee to sign that he has read and understood instructions, as a condition of employment for which disciplinary action may be administered, is inappropriate.

Accordingly, we agreed to remand this case to the parties at Step 3 for further processing, including arbitration if necessary.

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M-00851


Mr. Brian D. Farris

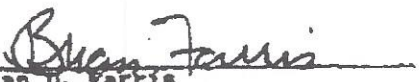
2

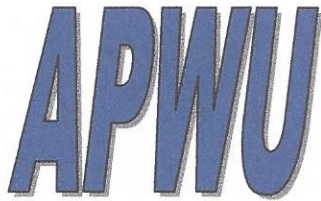
Please sign and return the enclosed copy of this letter as your acknowledgment of agreement to remand this case.

Time limits were extended by mutual consent.

Sincerely,

  
Charles J. Dudek  
Grievance & Arbitration  
Division

  
Brian D. Farris  
Director, City Delivery  
National Association of Letter  
Carriers, AFL-CIO



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Office of Joe Paul, President  
E-Mail: JPPaulAPWU@gmail.com  
Cell: 863-670-2865

March 31, 2016

Debra Gornik  
Plant Manager/A  
Seminole P&DC

Debbie:

I am in receipt of a later dated March 27, 2016, that was sent to your Managers and Supervisors. Although the letter was not addressed to the APWU, nor was it addressed to all of the bargaining unit employees within the Seminole P&DC, I would still like to give you some input from the APWU. I realize that this letter apparently is to have your staff come into SOX compliance with PS Form 3971's, but I do have some concerns for the APWU represented bargaining unit employees under my jurisdiction.

In the last paragraph of your letter it is stated that, *"Also Tardy/Lateness, creeping penalty units, short units are all instances of unscheduled absences. Creeping penalty/overtime units and short rings are both instances of Improper Clock Rings and needs to be documented on a 1017 A and/or B and corrective action taken by the Supervisor."* The F-21 Manual states:

*"Although each employee is required to clock in and clock out on time, congestion at time clocks or other conditions can sometimes cause clock time to vary slightly from the established work schedule. Therefore, a deviation may be allowed from the scheduled time for each clock ring up to 0.08 hours (5 minutes). However, the sum of the deviations for the scheduled tour must not exceed 0.08 hours (5 minutes)."*

It is the position of the APWU that there are some occasions where there can be instances of deviations of .08 units and still be considered within the normal limits of employees work schedules and not listed as **AWOL/LATE**. What I find to be a little disturbing are the last couple of lines in the letter where it states, *"All employees that reported for duty late are to be addressed before their regular end of tour as AWOL/LATE. All (AWOL) 3971's are then to be turned in daily."*

If you have any questions or concerns regarding this please feel free to contact me at your convenience.

Sincerely,

President  
Central Florida Area Local





March 27, 2016

To: All Managers, Distribution Operations  
All Supervisor, Distribution Operations

ALL,

This is official notice that any attendance package / notification given to you have 48 hour compliance for completion. Whether it is a 1<sup>st</sup> discussion or a Removal, timely completion is a must. The response "I don't have enough time" is not acceptable. Our overtime continues to increase and the bottom line is we need these employees to be regular in attendance. Once the attendance package is complete, an eRMS entry must occur to document the event and return the package to Ruben Gossett. This also helps with Labor Relations in preparing subsequent actions as far as dates, actions taken, etc.

It is a SOX compliance issue to have a 3971 on file for every entry in eRMS. After reviewing the files, we are missing over two hundred 3971's for 2016, which is unacceptable. It is your responsibility to ensure a 3971 is on file for each eRMS entry you make. Ensure you do not have personal files on the floor or locker that contains 3971's as they need to be filed in the attendance office.

Also Tardy / Lateness, creeping penalty units, short units are all instances of unscheduled absences. Creeping penalty / overtime units and short rings are both instances of Improper Clock Rings and need to be documented on a 1017 A and/or B and corrective action taken by the Supervisor. All Supervisors are to pull their begin Tour Deviation report, one hour after the begin tour for their pay location. These reports are to be forwarded to the Plant Manager and Attendance Supervisor. All employee that reported for duty late, are to be addressed before their regular end of tour as AWOL LATE. All (AWOL) 3971's are then to be turned in daily.

All LWOP 8 hours or more must be approved by the Plant Manager, No exception.

Debra Gornik  
Plant Manager  
Seminole P&DC

I received this message on (Date) \_\_\_\_\_

Name: Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Signed copies to be returned to the Plant Manager's Admin Assistant