

RESOURCE MANAGEMENT DATABASE

Automated Data Collection

- Integrated Resource Management (IRM) – the general designation covering several activities focusing on the improvement and standardization of internal management processes dealing with various leave issues.
- Resource Management Database (RMD) – one component of IRM. A database which automates and facilitates the accurate collection of leave data, including sick leave, LWOP, Sick Leave for Dependent Care hours, annual leave, and hours used that qualify under the Family Medical Leave Act each leave year.
- The RMD software simply automates the collection of attendance-related data and notification requirements that supervisors currently perform manually.
- RMD facilitates collecting and recording FMLA data and prompts the appropriate notification procedure to insure the statutory rights and obligations of both supervisors and employees.
- RMD maintains attendance-related records and a separate file of FMLA records and data to insure compliance with FMLA.
- The RMD contains no pre-programmed threshold as a basis for disciplinary action.
- The use of RMD does not alter, modify, or in any manner change the concept of due process contained in Article 16 of the collective bargaining agreements. Corrective administrative action must be issued in accordance with and is subject to that negotiated process.
- The complete centralized database provides the supervisor with the tool needed to insure consistency of application of attendance-related rules and regulations, and, importantly, the equitable treatment of employees under those rules and regulations.
- By letter dated June 2, 2000 the unions and management associations at the national level were notified of the software and offered a demonstration of its functionality on June 21, 2000.

LABOR RELATIONS



June 2, 2000

Mr. William H. Quinn
President
National Postal Mail Handlers
Union
1101 Connecticut Ave., NW, Suite 500
Washington, DC 20035-4303

Dear Billy:

Some months ago, the unions and management associations were introduced to Integrated Resource Management (IRM) activity during the briefing held on the Marsh Pilot being conducted in the Pacific Area. As you are aware, IRM encompasses several activities focusing on the improvement and standardization of internal management processes that deal with various leave issues.

Another component of IRM is Resource Management Database (RMD) software. The RMD software is scheduled to be tested in 17 pilot sites beginning in late summer. A list of pilot site locations is attached.

The goal of the RMD software is to provide a uniform automated process for recording data relative to existing leave rules and regulations. This is of particular importance in the administration of both the Sick Leave for Dependent Care memorandum and the Family and Medical Leave Act. Both have proven difficult to administer and track with the degree of accuracy we would like, and, we believe, the unions and management organizations would like.

We have scheduled a demonstration of the RMD software for you or your designee(s) on Wednesday, June 21, from 10 a.m. to 12 a.m.

If you have any questions on this matter, please contact Charles Baker of my staff at (202) 268-3032.

Sincerely,

A handwritten signature in dark ink, appearing to read "Doug A. Tulino".

Doug A. Tulino
Manager
Labor Relations Policies and Programs

Attachment.

LABOR RELATIONS



Sent to Nat'l Unions and Management Associations

June 13, 2000

Mr. Vincent R. Sombrotto
President
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue, N.W.
Washington, DC 20001-2144

Dear Vince:

By letter dated June 2, you were invited to a demonstration of the Resource Management Database (RMD) on Wednesday, June 21, from 10:00 a.m. to 12:00 p.m. That demonstration will be held in room 1P108 in the North Building here at L'Enfant Plaza.

In addition to the RMD pilot sites listed on the enclosure to the June 2 letter, please add the Tampa, FL Post Office and the Tampa Processing and Distribution Center in the Southeast Area.

If you have any questions on this matter, please contact Charles Baker at (202) 268-3832.

Sincerely,

A handwritten signature in dark ink, appearing to read "Doug A. Tullino".

Doug A. Tullino
Manager
Labor Relations Policies and Programs

NATIONAL UNION NOTIFICATION

LABOR RELATIONS



November 9, 2000


All Unions and Management Associations

Mr. Moe Biller
President
American Postal Workers
Union, AFL-CIO
1300 L Street, N.W.
Washington, DC 20005-4128

Dear Moe:

By letter dated June 2, you were notified that the Postal Service would be testing an automated process for recording leave data according to existing leave rules and regulations in 17 sites. The unions and management associations subsequently attended a briefing on the software for this process, Resource Management Database (RMD), on June 21.

While the pilot sites have only been on-line a short period of time, we have determined that the process records leave data accurately, facilitates the accurate application of the Family and Medical Leave Act (FMLA) and Sick Leave for Dependent Care (SLDC), and provides the basis for the equitable application of our current leave rules and regulations.

Based on the success of the process in the pilot sites, the decision has been made to implement the system nationwide. Enclosed is a copy of sites proposed by the areas. Each area will determine its sequence of implementation. Local union organizations will be notified by each site prior to implementation.

During the June 21 briefing on the RMD, we took note of the concerns with the prototype software expressed by those in attendance. We have made adjustments to the software we believe will address those concerns in the implementation sites and ensure that the software complies with the rights and responsibilities of all employees.

If you have any questions concerning the roll-out, please contact Charles Baker of my staff at (202) 268-3832.

Sincerely,

A handwritten signature in dark ink, appearing to read "Doug A. Tulino".

Doug A. Tulino
Manager
Labor Relations Policies and Programs

Enclosure




December 29, 2000

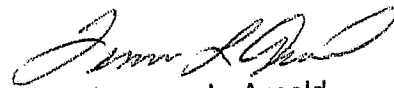
ATTENDANCE AND TARDINESS POLICY

ALL BARGAINING UNIT EMPLOYEES

It is necessary to periodically remind all our employees of the importance of regular and prompt attendance in their jobs. As a result, postal officials are directed to require adherence to the attached requirements and to take the appropriate disciplinary measures to correct any violations.


Joleen Baxa
District Manager

Attachment


Terrance L. Arnold
Lead Plant Manager

A. ATTENDANCE

1. Employees are expected to maintain their assigned schedule and must make every effort to avoid unscheduled absences. In addition, **employees must provide acceptable evidence for absences when required.** (RE: Section 511.43 of the Employee and Labor Relations Manual (ELM)).
2. **Unscheduled absences** are any absences from work that are not requested and approved in advance.
3. **Emergency Annual Leave** is an unscheduled absence since it is not requested and approved in advance.
4. Employees are required to be regular in attendance (RE: Section 666.81 ELM).
5. Employees failing to report for duty on scheduled days, including Saturdays, Sundays, and Holidays, will be considered absent without leave (AWOL) except in actual emergencies, which prevent obtaining permission in advance. In emergencies, the supervisor or proper official will be notified as soon as the inability to report for duty becomes apparent. Satisfactory evidence of the emergency must be furnished later. An employee who is absent without permission or fails to provide satisfactory evidence that an emergency existed will be placed in a non-pay status for the period of such absence. The exception would be for employees who are covered by FMLA for a serious health condition. The absence will be reported to the appropriate authority. (RE: Section 666.82 ELM).
6. Except for unexpected illness/injury situations, sick leave must be requested on PS Form 3971 and approved in advance by the appropriate supervisor. (RE: Section 513.331 ELM). An exception to the advance approval requirement is made of unexpected illness/injuries; however, in these situations, the employee must notify the appropriate postal authority as soon as possible as to their illness/injury and **expected duration of absence.** As soon as possible after return to duty, employees must submit acceptable evidence of incapacity to work as outlined in the provisions of **Section 513.36, ELM, Documentation Requirements. Further documentation/clarification may be required for FMLA covered conditions.** The supervisor approves or disapproves the leave request. When the request is disapproved, the absence may be recorded as annual leave, if appropriate, LWOP or AWOL, if it is not an FMLA covered absence, at the discretion of the supervisor, as outlined in Section 513.42 ELM. (RE: Section 513.332 ELM).
7. Except for emergencies, annual leave for all employees, except postmasters, must be requested on Form 3971 and approved in advance by the appropriate supervisor. Leave requests for rural carriers must be approved in accordance with Article 10 of the USPS-NRLCA National Agreement. (RE: Section 512.411 ELM).
8. An exception to the advance approval requirements is made for emergencies,

however, in these situations, the employee must notify appropriate postal authorities as soon as possible as to the emergency and the **expected duration of the absence**. As soon as possible after return to duty, employees must submit PS Forms 3971 and explain the reason for the emergency to their supervisor. Supervisors approve or disapprove the leave request. When the request is disapproved, the leave may be recorded as LWOP or AWOL, at the discretion of the supervisor, as outlined in Section 512.44 ELM. (RE: Section 512.412 ELM).

9. For periods of absences of three (3) days or less, supervisors may accept the employee's statement explaining the absence. Medical documentation or other acceptable evidence of the incapacity for work is required only when an employee is on restricted sick leave (RE: Section 513.36 ELM) **or when a supervisor deems documentation desirable for the protection of the interests of the Postal Service.** (RE: Section 513.361 ELM).
10. For absences in excess of three (3) days, employees are required to submit medical documentation or other acceptable evidence of incapacity for work. (RE: Section 513.362 ELM).
11. Employees on sick leave for extended periods are required to submit, at appropriate intervals, but not more frequently than once per pay period satisfactory evidence of continued incapacity for work unless some responsible supervisor has knowledge of the continuing incapacity for work. (RE: Section 513.363 ELM.) **Acceptable medical certification will be required for the first fourteen (14) days of an extended absence and every thirty (30) days thereafter. The exception is for employees who are on extended leave due to an FMLA covered condition.**
12. When employees are required to submit medical documentation pursuant to these regulations, such documentation should be furnished by the employee's attending physician or other attending practitioner. Such documentation should provide an explanation of the nature of the employee's illness or injury sufficient to indicate to management that the employee was (or will be) unable to perform his/her normal duties for the period of absence. Normally, medical statements such as "under my Care" or "Received Treatment" are not acceptable evidence of incapacitation to perform duties. Supervisors may accept proof other than medical documentation if they believe it supports approval of a sick leave application. (RE: Section 513.364 ELM).
13. **Return to Duty After Extended Illness or Injury.** Employees returning to duty after 21 days or more of absence due to illness or serious injury must submit medical evidence of their ability to return to work, with or without limitations. The district medical officer or contract physician evaluates the medical report and, when required, assists in employee placement to jobs where they can perform effectively. (RE: Section 342.1, Handbook EL-311).
14. **Other Required Certification.** Employees returning to duty after an absence for communicable or contagious diseases, as well as mental and nervous conditions, diabetes, cardiovascular diseases, epilepsy, or following

hospitalization¹, must submit a physician's statement stating unequivocally that they are fit for full duties without hazard to themselves or others, or indicating the duties which they are capable of performing. This also must be approved by the district medical officer. (RE: Section 342.2, Handbook EL-311).

15. **Contents of Certification.** All medical certifications must be detailed medical reports and not simply a statement of ability to return to work. There must be sufficient data to make a determination that the employee can return to work without hazard to self or others. In instances of hospitalization for mental or nervous conditions, the attending physician's certificate must also state that the employee has been officially discharged from the hospital.

B. TARDINESS

1. Any employee failing to report by the scheduled time when time recorders are not used is considered tardy. Tardiness in units or installations equipped with time recorders is defined as being any deviation from schedule. (RE: Section 666.83 ELM).
2. **Five Minute Leeway Rule.** Although each employee at installations with time recording devices 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 variation 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 .08 hours (5 minutes). (RE: Section 432.461 ELM). The five minute leeway rule which applies only to full time and part time regular schedule employees is not an automatic grace period for tardiness. The 5 minute leeway rule is a timekeeping procedure establishing limits within which timekeepers can adjust paid time to 8 hours without case by case supervisory review. The rule is applied because of conditions which may occur at timeclocks (such as employee congestion) which can cause clock rings to vary slightly from established work schedules. (RE: Section II.B. EL Handbook 501).
3. **Employee Responsibilities.** Employees are responsible for adhering to their assigned work schedules. A variance from the assigned work schedule will result in disallowed time or unauthorized overtime. Repeated unexcused tardiness is corrected by appropriate disciplinary action. (RE: F-21, Sections 143.21, 143.22; F-22, Sections 215.21, 215.22).

¹ This is after surgery; for other non-surgical hospitalization, the employee can turn in the appropriate medical certificate to the employee's immediate supervisor.

C. DISCIPLINE

1. **Code of Ethical Conduct.** In addition to the leave regulations found in Chapter 5 of the ELM, Part 666, USPS Standards of Conduct, contains attendance requirements. These regulations reinforce the basic concept that the employer's right to expect employees to report for work as scheduled is inherent in the employment relationship.
2. **666.81 Requirement for Attendance.** Employees are required to be regular in attendance.
3. **666.86 Disciplinary Action.** Postal officials will take appropriate disciplinary measures to correct violations of these requirements.

D. COURT LEAVE

1. **Court Leave.** Court leave is the authorized absence from work status (without loss of or reduction in pay, leave to which otherwise entitled, credit for time or service, or performance rating) of an employee who is summoned in connection with a judicial proceeding by a court or authority responsible for the conduct of that proceeding, to serve as a juror or to serve as witness in a nonofficial capacity on behalf of the state or local government, or witness in a nonofficial capacity on behalf of a private party in a judicial proceeding to which the Postal Service is a party or the real party of interest. (RE: Section 516.111 ELM).
2. **Eligibility.** Court leave is granted to all full time and part time regular employees. Certain part time flexible employees are granted court leave as provided and governed by applicable collective bargaining agreements. All other employees are ineligible for court leave and must use wither annual leave or LWOP to cover the period of absence from postal duties for court service but may retain any fees or compensation received incident to such court service. (RE: Section 516.12 ELM).
3. **Combination of Court Service and Postal Duty.** If an employee reports for court service and is excused by the court for the balance of the day, or performs court service for only part of that day, the employee is entitled to full compensation for the day in question. The employee is required to report to the postal installation for the balance of the postal tour of duty provided: (1) an appreciable time of the tour is involved and (2) it is feasible to report to work and complete the tour. The combined court service and postal duty may not exceed 8 hours except for employees who work their postal tours of duty in addition to performing court service. Employees who serve a full day in court are not required to report to their postal duties. Employees excused from court service for an entire day or days are not entitled to compensation for such days unless they actually perform service as postal employees. (RE: Section 516.43 ELM).

4. **Accommodation of Employees Called for Court Service.** Employees who are eligible for court leave and who have a conflict with court duty and work schedules may (1) work their postal tours of duty in addition to performing court service; (2) have their work schedules changed temporarily to conform to the hours of court service (employees who do not choose this option may not have their work schedule changed and are expected to report for postal duty upon completion of their court service).
5. If employees work their full postal tours of duty in addition to performing court service, their court service is not charged to court leave as the court service is performed outside of their postal tours of duty. Accordingly, employees may retain any fees or payment received incident to such court service. If employees choose to work their full postal tours of duty in addition to performing court service, but are required to be in court beyond the starting time of their scheduled tours, they report for postal duty as soon as possible after completion of court service and work the remaining hours of their scheduled tours. The hours of court service which overlap the employees' scheduled tours. Of duty are charged to court leave and the employees remit to the Postal Service that portion of court fees received for the hours charged to court leave. The combined court leave and postal work hours may not exceed 8 hours.
6. Employees who choose to have their work schedule changed temporarily to conform to court service hours submit Form 3189, Request for Temporary Schedule Change for Personal Convenience, as soon as possible, together with Form 3971, requesting such schedule change to their supervisor. Such request states that the schedule change is for the employee's personal convenience and is agreed to by the local union. Employees who exercise this option received full compensation for the period of court service including any applicable night differential.
7. No overtime is allowed for court service performed while an employee is on court leave or for a combination of postal work and such court service. (RE: Section 516.44 ELM).

E. MILITARY LEAVE

1. Military leave is authorized absence from postal duties without loss of pay, time, or performance rating, granted to eligible employees who are members of the National Guard or Reservists of the armed forces. (RE: Section 517.11 ELM).
2. Types of Duty Covered – active duty, field, coast defense training; service providing military aid for law enforcement purposes; parade or encampment activities of the D.C. National Guard. (RE: Section 517.121 ELM).
3. Types of Duty Not Covered – summer training as a member of Reserve Officer Training Corps; temporary Coast Guard Reserve; Service with the National Guard, if ordered by the State Governors without authority of the Department of Defense (except when such service is in connection with regular annual encampment or for law enforcement purposes if ordered by appropriate authority).

- sick leave. Family members who qualify as dependents, include son or daughter, parent, and spouse as defined in Section 515.2 ELM²
2. The employee should normally submit a PS 3971 to their supervisor. To obtain approval the employee must provide, (1) the sick leave is requested to care or attend to a son, daughter, spouse or parent; (2) the employee must specify the medical facts and provide the necessary explanation and/or documentation in support of the illness, incapacity or other condition affecting the dependent in order for the supervisor to determine whether that same condition – if afflicting the employee – would warrant use of sick leave; and (3) the employee must state the nature of their need to care for or attend to the dependent.
 3. Under normal sick leave policy, medical documentation or other acceptable evidence of the medical need of the dependent is required, if, (1) the employee is on restricted sick leave; (2) the sick leave is for extended periods; (3) the absence exceeds three days; (4) the period of absence is three days or less, the supervisor may accept an employee's certification as reason for the absence. In addition, such medical documentation is required when necessary to determine whether the Family Medical Leave Act (FMLA) applies to the employee's situation. Sick leave for dependent care may or may not be covered by the FMLA, the same as sick leave for an employee's personal illness, which may or may not qualify under the FMLA. Sick leave for dependent care does not diminish the employee's responsibility and obligation to be regular in attendance. Irregularity in attendance can be the basis for corrective action, including discipline. However, absences that qualify under the FMLA cannot be considered in any determination to take disciplinary action.

G FAMILY AND MEDICAL LEAVE ACT (FMLA) OF 1993

1. FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.
2. Reasons for Taking Leave – unpaid leave must be granted for any of the following reasons: to care for the employee's child after birth or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job; at the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.
3. Advance Notice and Medical Certification – the employee may be required to provide advance leave notice and medical certification. Taking of leave may be

² 515.2 Absence for paternity reasons. Male employees may request annual leave or LWOP only for purposes of assisting or caring for (1) their minor children or (2) the mothers of their newborn children while they are incapacitated for maternity reasons. Each such leave request is considered on its own merits.

denied if requirements are not met – the employee ordinarily must provide 30 days advance notice when the leave is “foreseeable” – an employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

4. Job Benefits and Protection – for the duration of FMLA leave, the employer must maintain the employee’s health coverage under any group health plan – upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms – the use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.
5. Unlawful Acts by Employers – FMLA makes it unlawful for any Employer to – interfere with, restrain, or deny the exercise of any right provided under FMLA – discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA.
6. Enforcement – The U.S. Department of Labor is authorized to investigate and resolve complaints of violations – an eligible employee may bring a civil action against an Employer for violations.
7. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or Local Law or collective bargaining agreement, which provides greater family, or medical leave rights.
8. For Additional Information Concerning FMLA: Contact the nearest Office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.



Date: December 28, 2000

Subject: Procedures for Notification of Absence from Work (Effective 1/27/01)

To: All Des Moines Processing & Distribution Center Employees
(Including In-Plant Support, Business Mail Entry, Maintenance, VMF, Accounting
and Transportation)

This letter is to notify all employees of new absence call-in procedures beginning January 27, 2001. This letter supersedes prior call-in procedures.

First, let me explain that there is no change in the process to be used when leave is being requested in advance. In those situation, leave should be requested by submitting a completed PS Form 3971, "Request for or Notification of Absence," along with any documentation which might be required.


However, there may be times when it is not possible to request leave in advance, and those unscheduled absences are the reason for these absence notification procedures. In those situations, employees must call the Attendance Control Office, or ACO, which is located on the first floor, in the NIXIE area between the double doors to the south dock and the south elevator, telephone number 515-283-7555, TTD number 515-283-7590, and FAX 515-283-7597 as far in advance of the scheduled reporting time as is reasonably possible. An automated call sequencing system has been installed to ensure that no calls are missed. All employees are required to contact the Attendance Control Supervisor when unable to report as scheduled. Employees must not rely upon others to provide this notification unless they are physically unable to make notification personally.

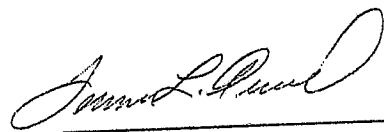
Employees calling in due to an emergency must notify the Attendance Control Office as soon as possible as to the nature of the emergency and the expected duration of the absence. Upon return to duty, the employee must sign PS Form 3971 and explain the reason for the emergency to their supervisor. When an illness or injury unexpectedly incapacitates an employee from performing his/her job duties, the employee must call the Attendance Control Supervisor to request leave and to notify management of the illness or injury and the expected duration of the absence. Employees calling in as Late Reporting should be prepared to identify the circumstances and approximate duration of the absence. Approval/disapproval of leave will be at the discretion of the supervisor. Acceptable evidence of incapacity to work or of other emergency may be required.

Under the new call-in procedures, the employee MUST state the expected duration of the absence, any additional absence will be recorded as "absence without leave" (AWOL) unless the employee has called in again requesting additional leave beyond the time period originally requested, unless the leave is for a FMLA covered condition. And, once again, the employee will be required to state the expected duration of absence. (For example, if an employee calls in because he/she is incapacitated due to an illness and states that the expected duration is two (2) days, but then misses a total of three (3) days without calling in again after the second day of absence, the third day would be marked as AWOL., unless the absence is for a condition covered by FMLA.)

You know that we expect our employees to be regular in attendance – but what is important is why. You are what makes the Postal Service a successful business. Your attendance at work is vital to the operation of your unit, your tour, the Des Moines P&DC, the Postal Service, and, ultimately, to our customers. Unscheduled absences create a burden not only on management for scheduling the workforce but also on your co-workers. When you are not at work, other employees have to give more – more effort, more time – more of whatever it takes to process the mail.

If you must call in to request leave for an unscheduled absence, remember that effective January 27, 2001, all employees must follow these procedures by calling the ACO at 515-283-7555, TTD 515-283-7590, and FAX 515-283-7597.


Joleen Baxa
District Manager


Terrence L. Arnold
Lead Plant Manager