

**INVESTIGATION
AND
DOCUMENTATION**



UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

AUG 4 1981

Mr. Gerald Anderson
Executive Aide, Clerk Craft
American Postal Workers Union, AFL-CIO
817 - 14th Street, NW
Washington, DC 20005

Re: Class Action
Valdosta, GA 31601
H8C-3D-C-21690

Dear Mr. Anderson:

On July 7, 1981, we met with your representative to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

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

The question in this grievance is whether or not management violates Article XVII of the National Agreement with regard to how much time is to be allotted for investigating and processing a grievance.


Stewards are entitled to reasonable investigative time on-the-clock for handling grievances and such investigative time could conceivably include the mechanics of copying, logging or converting of information from original documents to graphs, forms, notes, etc.

The problem here appears to be one of application rather than interpretation. We cannot determine at this level whether the amount of time for investigation requested by the steward was unreasonable nor can we determine whether the time allotted by local management was unreasonable.


If you agree with the above, we can remand this case back to Step 3 for final disposition at that level.

Please sign the attached copy of this decision as your acknowledgment of agreement to remand this case.

Sincerely,



Robert L. Eugene
Labor Relations Department



Gerald Anderson
Executive Aide, Clerk Craft
American Postal Workers Union,
AFL-CIO

TIPS FOR FILING GRIEVANCES ON MAXIMIZATION

1. Get specific information on the staffing complement of the Post Office, including the Postmaster, all supervisors by title and level, full-time regular clerks by seniority, including bid hours and days off and part-time flexible clerks by seniority. (In larger offices you only need to list the number of regulars in the clerk craft, not each person by name.)
2. Get authorized complement for the Post Office.
3. Get the operating plan for the Post Office. If not available, interview the Postmaster or supervisor or postal operations and detail a daily schedule of operations.
4. Identify all casuals, transitional employees, and loaner PTF's working in the clerk craft. Identify all cross craft assignments - into or out of the clerk craft.
5. Using Form 1627 list the schedules of work hours for all full-time clerks. (We do not need this for large offices with over 25 FTR's.)
6. Include a pay period and accounting period calendar showing the dates of the survey (you will need these to assemble all the forms as some are by PP and others are by AP).
7. Obtain the position descriptions of the postmaster and supervisors, as well as one job description of each authorized clerk position.
8. Determine the number of clerk hours that are being allocated for each day (ask supervisor to show you how he/she schedules his/her employees and how many hours of clerk work he/she schedules on a daily basis).
9. Get these Forms:
 - o PS Form 1230 A & B Employee Time Cards for all PTF clerks, casuals, loaners, or carriers (if cross craft work is performed) going back six (6) months to include summer.
 - o PS Form 1234 Utility time card details any cross-craft work performed.

- PS Form 1236 Transfer, loan and training hours (lists hours by A/O and LDC codes).
- PS Form 1627 Employee work schedules. Identify clerk craft hours used by category; FTR, PTF, loaner PTF, casual, TE, cross craft, etc., if shown or listed on the form.
- PS Form 3931 Weekly customer service operations analysis (weekly compilation of daily figures).

10. Prepare Employee Work Schedule Graphs.

- List all employees on the same sheet, if there is room, for one day.
- Use separate sheets for each day of each pay period.
- Show all hours worked by PTF's, casuals, loaned employees, cross craft or EAS in the clerk craft.
- Include overtime hours worked by the above categories (i.e., all hours worked).
- Do not show annual leave, sick leave or other types of leave as hours worked. When you graph an employee on AL or SL, indicate so on the graph.
- If an employee begins work on one day and ends work on the following day, show only the hours worked up until midnight on the first sheet and the balance of hours on the next sheet (next day).
- Staple or clip each pay period separately from other pay periods and keep in order according to date.
- Graph by color code for each category of employee working in the clerk craft; e.g. color PTF hours blue, PTF carriers working in the clerk craft green, casual hours yellow, TE hours red, loaned PTF hours orange, EAS hours purple, etc. Be sure to include a color code.

- o Lay out Forms 1230 A & B, 1234, 1236, and 1627 in front of you in a logical order to verify hours worked. Hours worked on time cards can be cross checked with PS Form 1627 (work schedule). Always check and cross check these forms to verify that the employee:
 - a. was scheduled to work;
 - b. did work as scheduled; and
 - c. hours of work between the two forms all coincide.
- o The use of PS Form 1236 will give you the amount of work that was charged as cross craft during the AP. For example: 43/4 to 41/0 5. (See Exhibit 611.329e. Designation Activity Codes.) The example indicates a PTF carrier was used as a PTF clerk for distribution duties for five hours. This should also be recorded on the PTF carrier's time card and utility time card (PS 1234).
- o Your staffing survey should include a minimum of 13 pay periods.

11. Situations to be looking for when graphing hours of work:

- o Are any PTF's working 40 hours per week?
- o Are a combination of PTF employees working the same hours (eight-within-ten) for the entire six-month period?
- o Are any regular clerks working overtime when PTF's are working short hours?
- o Are any cross-craft employees (FTR or PTF) working in the clerk craft while PTF clerks are working short hours?
- o Casual employees should always work when the PTF clerks are working - casuals are to be used as "supplemental to" not "instead of" PTF clerks.
- o Check the hours of casual work and cross-craft work - if they add up to eight hours or more, could these hours be made available to PTF clerks for additional hours?

- Is Postmaster or supervisor doing clerk craft work while PTF clerks are available and not scheduled? Supervisor should normally be performing bargaining unit work only "when the workload requires."
12. A maximization grievance is always filed for violation of Article 7, Section 3.B.
 13. As a final result of the grievance, if it is determined that additional FTR positions can be accomplished, what would be the impact on hours work available for the remaining PTF clerks?
 14. Three ways in which maximization grievances can be won:
 - if one PTF employee has actually worked an eight hour shift consistently during the audit period;
 - if two employees' hours can be combined to create one eight hour position;
 - if hours of work of many employees can be combined to create an eight hour position.

REQUESTED REMEDY

1. Create, post and fill appropriate FTR positions.
2. Convert appropriate senior PTF clerks to FTR.
3. Compensate affected PTF clerks for denied conversion, including all lost hours, out of schedule, etc.
4. Cease and desist from further violations of Article 7.3.B.