



January 28, 2011

To: Greg Johnson Lori Dejong Dana Klassen
Terre Holm Mary Overvold John Durham
JoAnn Staub Debbie Blanck Lovelace Tim Haaland
Kerry Sadowsky Employee Bulletin Boards

RE: APWU LABOR/MANAGEMENT MINUTES – January 28, 2011

An APWU Labor/Management meeting was held on Friday, January 28, 2011, at 11:00 a.m. in Room 278. Present: Greg Johnson, Terre Holm, Dana Klassen, John Durham, and Luann Gross, recording secretary. The meeting began at 11:05 a.m. and ended at 11:31 a.m.

REVIEW OF LAST MONTH'S MINUTES

Kiosk and Computer: The Union said that you can't even login on the kiosk now and the computer still needs a printer. Greg and Dana will take a look at the two. The printer from Laurine's old office should be hooked up to the computer.

Distribution Compression: Greg had nothing new to report. When Grand Forks receives a D, most likely Jamestown's DPS mail will go to Fargo and Devils Lake's DPS mail will go to Grand Forks.

Workroom Lighting/Noise Testing: Dan Pihlaja has conducted some noise level tests and his findings will be sent to District for further evaluation. He is also going to check to see if there is a lighting test that can be done also.

Water Fountain Testing: Audrey has the results of the recent water fountain testing that was done.

Holiday Schedule: The Union made suggestions on how to avoid the scheduling problems that happened at Christmas. Management will provide to the union the work location that each employee is to report to before the schedule is posted so this information can be included. Also, the mailhandler and clerk schedules can be done separately. Dana and Greg will meet with JoAnn on Tuesday to discuss this further.

NEW BUSINESS

Change in AL Requests: Starting with Round 1 and for any leave April 1 or later, all annual leave slips submitted by clerks will go to the Union first for review.

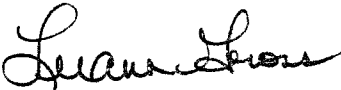
Employees will still place their AL requests in the box by the supervisor's desk, but a Union representative will be collecting them daily on each tour. The details on how this will be handled still needs to be discussed.

Housekeeping: John said the cleaning around the employee break areas has not improved. Greg will check with Kerry Sadowsky to find out the status of adding some cleaning duties to our current contract with GSA. Custodians are not cleaning the microwaves, tables, etc. Cleaning the walls is already in the contract but they are not doing it. The newspapers are being thrown in a couple flat tubs, but the custodian isn't taking them out for recycle. Luann will call Pepsi America to find out who is responsible for cleaning their microwaves and vending equipment. Their employees are not doing this.

Next Meeting: The next meeting is scheduled for Thursday, February 24, 2011 at 8:00 a.m. in Room 278.

Meeting Adjourned.

Submitted by:



Luann Gross
Recording Secretary

cc: Benny Cassaw
Supervisors
File



February 24, 2011

To: Greg Johnson Lori Dejong Dana Klassen
Terre Holm Mary Overvold John Durham
JoAnn Staub Debbie Blanck Lovelace Tim Haaland
Kerry Sadowsky Employee Bulletin Boards

RE: APWU LABOR/MANAGEMENT MINUTES – February 24, 2011

An APWU Labor/Management meeting was held on Thursday, February 24, 2011, at 8:00 a.m. in Room 278. Present: Greg Johnson, Terre Holm, Dana Klassen, John Durham, and Luann Gross, recording secretary. The meeting began at 8:10 a.m. and ended at 9:20 a.m.

REVIEW OF LAST MONTH'S MINUTES

Kiosk and Computer: Greg will have to contact Paul Bellmore to set up the printer since the access to the program we need to do this on is not permitted on that computer.

Workroom Lighting: Dan Weber will be coming to Fargo the end of March and Dan Pihlaja will ask him to conduct a test on the lighting at that time.

NEW BUSINESS

AL Requests: Greg will have a box ordered that will hold annual leave slips for the clerks. It will be placed in the employee break area. The annual leave box by the supervisor's desk will be used by Mailhandlers only. This is for any annual leave requested for April 1, 2011, and later.

Housekeeping: There isn't any improvement in housekeeping at the Plant. Pepsi America does not clean their microwaves, only the vending equipment. Greg will set up a meeting with GSA, Kerry Sadowsky, and Terre Holm. If there is still no improvement shown after the meeting, he will go above Bryan Saylor.

Posting and Training for Special Jobs: Terre will post a signup sheet and do a job talk asking for volunteer backups for the Expeditors, Postage Due, City D & D, Register Room, etc., positions. Management will take a look at each position and what backups are already available on each tour and then decide which ones need to be utilized. Then training will be scheduled for those volunteers.

Yearly Backup Postings: Greg will try to find the last posting that was done for the backup positions for Quality Control, Supply, Maintenance, and VOMA. It will be updated and posted again.

ASF Designation Update: Greg should be hearing soon regarding the ASF designation. We are the only ASF that doesn't have a SPBS. Western Area is looking closely at all delayed mail. We have now been told to treat all mail as first class mail. In order to keep the ASF designation, Fargo has asked for a SPBS and has indicated that FedEx could be moving their operations to Fargo.

District Closings: Management should also be hearing within a couple weeks whether or not Dakotas District will be closing and Fargo will become part of another District. EAS positions have been frozen for any employees that are affected by the closings.

Overtime and AL: Supervisors need to enter in TACS annual leave and overtime for employees that have AL for part of their tour and work overtime also. Higher-level pay needs to be entered daily also.

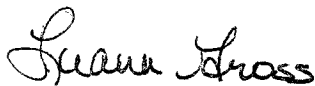
APWU MN Executive Board: Dana and John are on the APWU Executive Board and will need to request LWOP occasionally to attend meetings.

APWU Training Seminar: An APWU training seminar is scheduled for May. The Union will be asking for LWOP for some employees to attend.

Next Meeting: The next meeting is scheduled for Thursday, March 24, 2011 at 9:00 a.m. in Room 278.

Meeting Adjourned.

Submitted by:



Luann Gross
Recording Secretary

cc: Benny Cassaw
Supervisors
File



March 24, 2011

To: Greg Johnson Lori Dejong Dana Klassen
Terre Holm Mary Overvold John Durham
JoAnn Staub Debbie Blanck Lovelace Tim Haaland
Kerry Sadowsky Employee Bulletin Boards

RE: APWU LABOR/MANAGEMENT MINUTES – March 24, 2011

An APWU Labor/Management meeting was held on Thursday, March 24, 2011, at 1:00 p.m. in Room 278. Present: Greg Johnson, Terre Holm, Dana Klassen, John Durham, Debbie Blanck Lovelace, and Luann Gross, recording secretary. The meeting began at 1:05 p.m. and ended at 2:10 p.m.

REVIEW OF LAST MONTH'S MINUTES

Lighting Tests: The test on the workroom floor lighting showed that it was sufficient, but the test that was done at the Annex did not. The Union will get the tests results from Dan Pihlaja. Greg said that Reille's has already planned to put in more lighting out there.

Posting and Training for Special Jobs: Management almost has the posting ready.

ASF Designation Update: Greg had nothing new to report.

NEW BUSINESS

District Closings: Dakotas District was not one of the Districts that will be closed. Our District will be expanding to include the Big Sky District. More information on that will be announced on March 25. There is a \$20,000 incentive being offered to career non-bargaining employees in the targeted groups (District, Area, and Headquarters). Papers need to be turned in by the April 25th deadline and the separation date would be May 31.

Supervisor Comments on OTDL: The Union stated that not all supervisors are writing in comments on the OTDL sheets. Terre will discuss it with JoAnn and the supervisors will be notified.

GATS Training: At the Plant, Natalie and Lanette will receive the training. Chad will receive the training while he's at Trollwood. Station supervisors will be trained also. The Union stated that some of the payment history is missing. Debbie will go in and try to print it for the Union.

Cut-Off Times: The cutoff time on Tour 3 for AL submissions, holiday sign-up sheets, and overtime sign-up sheets has been changed to 2000 instead of 2100, beginning April 1, 2011.

Flood Volunteers: The Union requested employees be allowed to volunteer to help with the flood. Greg said employees cannot volunteer on the clock to help with the flood. AL or LWOP may be considered on a case-by-case basis.

Flood Contingency Plans: The MPO and Prairiewood are located on the highest ground (41 feet) and Trollwood and the Annex are located on the lowest. The Annex will be more protected this year because of the work the City did out there after last year's flood. The Federal Building will close at 39 feet and the parking ramp is sandbagged. The Postal Service will continue operations here unless there is a breach. If this happened, the mail would be transported to other Post Offices to be worked. Employees will be notified through the news media or by phone what to do. Greg will give Dana a copy of the GSA's Flood Contingency Plan.

Housekeeping: Greg, Terre, and Bryan and Heidi from GSA met this week. They discussed the condition of break areas, cleaning tables, removing newspapers, washing and waxing floors, etc. Anything on the floors (water bottles, pop cans, etc.) will be thrown. Bryan was unaware that waxing on the workroom floor wasn't being done, because it should be done. The company that was hired to do the cleaning for GSA limits the amount of wax that can be used and the cleaners have already used up their allotment for this year. Bryan is going to check into this. They also discussed that when the floor is mopped, signs need to be put up and they also need to be removed once the floor is dry. Snow removal in front of the upstairs fire escape door is the responsibility of the snow removal company. Bryan will contact them to make sure this is done on a regular basis. Greg also asked that they not push the snow over to the west side of the building. When this snow melts, it gets really slippery there. Either Bryan or Heidi will always go along when we do our Housekeeping Inspections and the next one is scheduled for April 21. Greg has asked Kerry to get the contract with GSA and he will check the frequency that things are to be done. Greg stated that Fargo has received additional funding for extra cleaning hours, so this will be looked at.

List of Grievances: The Union stewards provide a list of grievances that they are working on about once a month. Management asked the Union if they would give the list to the supervisors more often, preferably once a week. It will help determine how much steward time is needed and help the supervisors when making the schedule. The Union said they will provide an updated list once a week or when needed.

Next Meeting: The next meeting is scheduled for Thursday, April 28, 2011 at 8:00 a.m. in Room 278.

Meeting Adjourned.

Submitted by:

A handwritten signature in cursive script that reads "Luann Gross".

Luann Gross
Recording Secretary

cc: Benny Cassaw
Supervisors
File



APWU LABOR/MANAGEMENT MINUTES – APRIL 28, 2011

To: Greg Johnson Lori Dejong Dana Klassen
Terre Holm Mary Overvold John Durham
JoAnn Staub Debbie Blanck Lovelace Tim Haaland
Kerry Sadowsky Employee Bulletin Boards

An APWU Labor/Management meeting was held on Thursday, April 28, 2011, at 8:00 a.m. in Room 278. Present: Greg Johnson, Dana Klassen, John Durham, Debbie Blanck Lovelace, and Luann Gross, recording secretary. The meeting began at 8:05 a.m. and ended at 9:08 a.m.

REVIEW OF LAST MONTH’S MINUTES

Lighting Tests: Greg will check to make sure that the additional lighting at the Annex was installed.

Posting for Special Jobs: Greg will review the previous posting that was used and have Luann type a new one with the updated changes.

List of Grievances: The Union has been placing updated information on the grievances they are working on in a binder for the supervisors. They will continue to do this every week unless absent or on leave.

NEW BUSINESS

Housekeeping: A Housekeeping Inspection was done on April 27 and it was unsatisfactory again. GSA did go along on this inspection. Improvements need to be made on the vertical dusting, floor waxing, and on other areas that are never cleaned. Greg will schedule another meeting with GSA to discuss the results of this last inspection. The Union suggested that we coordinate times to have the floor waxed with GSA. If we let them know what areas should be waxed and at what time, we can move equipment out of that area so they don't interfere with our operations or have obstacles in their way.

Official Discussion/Day in Court: The Union encouraged and requested that supervisors be more specific with employees when doing an official discussion or day in court. They need to let the employee know exactly what the infraction was that prompted the discussion and what the employee needs to do now to correct it. The

Union feels that supervisors are downplaying days in court. A day in court provides the employee an opportunity to explain the situation and the supervisor should ask the employee for information that may help the situation. Supervisors also need to be upfront with employee and let them know what it could lead to if not corrected and that their meeting is a progression to discipline. The Union said that sometimes supervisors will be giving an official discussion and change it to a day in court. Debbie and Greg will meet with the supervisors to discuss proper procedures for official discussions and days in court.

Having a Steward Present: The Union said that supervisors should always be asking the employee if they want a steward present before starting an official discussion. Some supervisors are minimizing the situation and telling the employee that it is nothing serious and that they don't need a steward. A steward should always be present for a day in court unless the employee doesn't want one there. Greg said that supervisors are to always ask the employee if they want a steward present. If they say yes, one will be provided. If they decline, one won't. It is management's obligation to offer, but not to try and convince the employee to have one if they decline. Greg and Debbie will also discuss this with supervisors when they meet.

Job Awards: The last award was not posted until a week later. According to the Step 3 grievance, the postings should be up the Friday after the vacancy notice comes down. The bulletin board that postings go on at the Annex needs to be rekeyed. The key is missing. Greg will have it taken care of. The Union also asked if any more consideration has been given to a 14-day cycle. Greg said not yet.

Annual Leave/Holiday Schedule: The Union asked for more cooperation from management when working together on the schedules. Greg said that he has discussed this with the supervisors. The Union asked if they could also post the holiday clerk schedule for the next holiday which is Memorial Day. Supervisors would provide to the Union a list of jobs that need to be covered and the Union will provide the employee names by juniority and qualification to management.

Social and Recreation Committee Audit: The Union hasn't received a copy of the last audit. Greg will provide a copy to the unions. Another meeting needs to be scheduled also, since it has been over six months since the last one (October 5, 2010).

Safety and Health Committee: They meet every two months and attending each meeting are 2 clerks, 1 mailhandler, and 3 managers. Debbie would like to be added to the distribution list for the Safety and Health Committee Meeting minutes and the Housekeeping Committee Inspection reports.

Maintenance Vacancy: The vacant position in Maintenance is no longer under withholding, so Greg plans to fill it. He will be looking at a transfer request and talk with Kerry.

Jamestown Mail: The package request for Jamestown mail is still being reviewed at Headquarters. Our Devils Lake mail may be going to Grand Forks. Depending on what is approved, we may have a clerk position that can be filled due to increased volume.

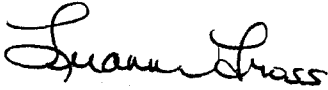
Request for a SPBS Update: Greg hasn't heard anything.

Schedule Changes: The Union said there are schedule changes being done without a 3189 and without the Union's signature. The 3189 needs to be completed and given to the Union first for their signature.

Next Meeting: The next meeting is scheduled for Thursday, May 26, 2011 at 8:30 a.m. in Room 278.

Meeting Adjourned.

Submitted by:



Luann Gross
Recording Secretary

cc: Benny Cassaw
Supervisors
File



APWU LABOR/MANAGEMENT MINUTES – MAY 26, 2011

To: Greg Johnson Lori Dejong Dana Klassen
Terre Holm Mary Overvold John Durham
JoAnn Staub Ben Norris Tim Haaland
Kerry Sadowsky Debbie Blanck Lovelace Employee Bulletin Boards

An APWU Labor/Management meeting was held on Thursday, May 26, 2011, at 8:30 a.m. in Room 278. Present: Greg Johnson, Terre Holm, Dana Klassen, John Durham, Debbie Blanck Lovelace, and Luann Gross, recording secretary. The meeting began at 8:37 a.m. and ended at 9:35 a.m.

REVIEW OF LAST MONTH'S MINUTES

Posting for Back-up Positions: Greg will have it ready for posting very soon.

Annex Bulletin Board: The lock hasn't been rekeyed yet, but Greg is planning to have it fixed.

Maintenance Vacancy: The vacant position in Maintenance has been filled. A transfer is coming in and will begin working in Fargo June 18.

Safety and Health Committee: John Schnabel will be replacing Diane Fitterer on the Committee effective immediately. Greg will have Dan Pihlaja schedule the required safety training for him.

NEW BUSINESS

Housekeeping: Greg has talked with Bryan Saylor in GSA and will be requesting a follow-up meeting. Greg will let GSA know that if we don't see an improvement in housekeeping, he will be forced to push it up to the next level and contact GSA in Denver.

Numbers Posted at Automation: The Union asked about the numbers that are posted on the automation equipment. Greg said the numbers indicate the current productivity being achieved on each machine. The BPI goal to achieve per employee is 12%. Management said that these numbers are just to let employees know how they are doing in comparison to the average percentage of the nation's top 20 plants similar in size. The Union said there are factors to take into consideration that will

affect the score and management said they are aware of this. The numbers are only used as information for employees and will not be used for discipline.

Social and Recreation Committee Financial Audit: The Union still needs a copy of the audit that was done and it is time to schedule another meeting. Greg will talk with Mary about getting one scheduled and obtain a copy of the Audit. Luann will post the minutes of the meetings on the Plant employee bulletin board herself to make sure they are posted.

New Contract: The Union stated that there are some provisions in the new contract that will need to be implemented as soon as possible. Greg is looking at how many PSE's are needed and what their schedules should be. He is waiting for more information on hiring the PSE's from District. The Union suggested that some positions be made that are four days a week with ten hour days. The positions that will be posted can be bid on by anyone. The casuals working for us now will likely be converted to PSE's. The Union requested PS Form 50 on all employees that are made PSE's. The date this all needs to be completed by is August 23.

Spot AL Sign-up Sheets: The Union asked that the Spot AL sign-up sheets be saved for future reference. Terre will check with Lanette to see what happens to them after they are pulled down.

FMLA: Rebecca Letexier is retiring effective May 31 and the FMLA office at District is being eliminated. Greg will find out where FMLA paperwork needs to be sent.

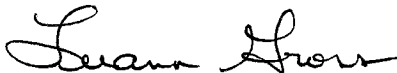
APWU Training in August: Dana and John will be attending two days of training in August. They will let Greg know the dates.

Jamestown Mail: Greg hasn't heard anything yet about Jamestown and Devils Lake mail. The new District Manager is trying to get Fargo a SPBS. If all of this goes through, Fargo would start to take Jamestown's DPS the end of July sometime and Devils Lake mail would go to Grand Forks.

Next Meeting: The next meeting is scheduled for Thursday, June 30, 2011 at 8:00 a.m. in Room 278.

Meeting Adjourned.

Submitted by:



Luann Gross
Recording Secretary

cc: Benny Cassaw
Supervisors
File



APWU LABOR/MANAGEMENT MINUTES – June 30, 2011

To: Greg Johnson Lori Dejong Dana Klassen
Terre Holm Mary Overvold John Durham
JoAnn Staub Ben Norris Tim Haaland
Kerry Sadowsky Debbie Blanck Lovelace Employee Bulletin Boards

An APWU Labor/Management meeting was held on Thursday, June 30, 2011, at 8:00 a.m. in Room 278. Present: Greg Johnson, Dana Klassen, John Durham, Debbie Blanck Lovelace, and Audrey Farol, recording secretary. The meeting began at 8:10 a.m. and ended at 9:05 a.m.

REVIEW OF LAST MONTH'S MINUTES

Annex Bulletin Board: The lock hasn't been rekeyed yet, but a work-order was submitted. A request for additional lighting was submitted to Denver for approval.

Safety and Health Committee: John Schnabel has not received his training for the safety and health committee and is having trouble accessing the training website. Greg will follow up with Kerry to see that the training is done.

NEW BUSINESS

Housekeeping: With the exception of the workroom floors, the remainder of the plant has not seen any improvement in housekeeping. The union is ready to take our complaints to the next level and is planning on filing a grievance.

FMLA: As of 7/11/11, FMLA paperwork now goes to Shared Services for processing. The supervisors should have all the new information.

Social and Recreation Committee Financial Audit: The Union is still waiting for a copy of the audit that was done. It has been brought at labor management meetings for three months and the union still does not have a copy. A meeting is also due.

New Contract: We are still awaiting word from District on the PSE's. No date has been set yet although there is a deadline set of August 23. PEDC is working on the conversion. Greg will check with PEDC to see that the union is provided copies on all of the conversions.

Suggestion Box: The union asked who is checking the suggestion box that is located back by the employee break room. Greg isn't sure but will check with the supervisors to see who is checking the boxes and if employees are getting feedback on their suggestions.

Light Duty: The union asked how light-duty is handled and where the information on employees is stored. The light-duty request information is send to Andy Lathen but a copy is also kept here at the plant in a special file cabinet set up for restrictions info. Greg will check with Jo Ann.

Jamestown Mail: We will begin processing Jamestown's mail beginning in September. Devils Lake mails will be going to Grand Forks for processing. The new District Manager is trying to get Fargo a SPBS.

Route Adjustments: Due to decreasing mail volumes, route adjustments are now going on at the stations. Fargo may lose up to two to three of their routes.

FSM 50/50 Prep: We are doing the 50/50 prep, it just depends on the day and how many employees and mail we have on hand. A year-long test of having all the mails prepped by the mail handlers showed no significant savings as we lost in work hours and prep times.

Spot A/L: Some employees are being able to go home on spot-annual without signing the spot-annual list. Greg will talk to the supervisor's to let them know that the employees need to sign the list if they are interested in leaving on spot A/L.

Next Meeting: The next meeting is scheduled for Thursday, July 28, 2011 at 8:00 a.m. in Room 278.

Meeting Adjourned.

Submitted by:


Audrey Farol
Recording Secretary

cc: Benny Cassaw
Supervisors
File