



Ask Questions at the October Line H meeting!!!

In October, the USPS must provide and discuss their hours-comparison numbers with the Union, demonstrating they met (or didn't meet) their 90% of Line H obligation for the past fiscal year.

However, in the grievance procedure, the burden is on the Union to prove the hours-comparison numbers fell short of the 90% threshold.

- October meeting = USPS burden
- Grievance process = Union burden

The Union must take full advantage of USPS's October burden!! The attached questions are for the local Union representative to hold management's "feet to the fire" at the October Line H meeting. Ask and record for each *individual* facility that you are meeting on. For multiple offices, print multiple copies.

Include the completed Q&As in the respective grievance files. Our experience has been that the USPS representative will be unable to answer many, if not most, of these questions. Make sure to record that lack of knowledge. If they refuse to answer, record that as well. The USPS must discuss their data. Refusing to do so violates the MOU and "boxes them in" from making claims later.

Please take however long it takes to complete the Q&As. Have multiple meetings, if needed, but complete the questionnaire.



BLANK PAGE



October Line H Meeting Questionnaire

Date: _____

Is this the end-of-Fiscal-Year Line H meeting? Yes No

Facility name and Zip Code: _____

Fiscal Year discussed: _____

USPS Representative and title: _____

APWU Representative and title: _____

Documents USPS Presented ¹	# Pages

1. What source documents or reports were used in the creation of the Flash Report?²

1a. Please forward digital copies of the Flash Report and all source documents/ reports to [email address]³

2. What is the name and title of the person who compiled the data recorded on the Flash Report?

3. How many authorized staffing packages does the Flash Report cover?

3a. What are the approved dates of the staffing packages covered by the Flash Report?

4. How does the Flash Report distinguish the hours of the different authorized staffing packages?

5. What hours on the Flash Report represent the first staffing package Line H hours?

¹ Use additional pages if necessary

² If not presented with a Flash Report, substitute "Flash Report" with whatever applies. Also, the "source documents" should include signed PS Form 4852(s), otherwise there can be no comparison to Line H. Stamp (or write) "received;" the date, and initial (or sign) each document. You will eventually want the complete authorized staffing package. Challenge any staffing packages/4852s that were not furnished to the Union reasonably near the approved date.

³ Bring a blank Request for Information form to the meeting to formally RFI information.



October Line H Meeting Questionnaire

6. What hours on the Flash Report represent the second staffing package Line H hours?
7. How does the Flash Report prorate the hours for the multiple staffing packages?
8. How does the Flash Report account for a full productive custodial workday (7.0 hours under MS-47 TL-5 / 7.5 hours under MS-47 TL-3)?
9. How many hours recorded on the Flash report represents work identified in Table A (upper-left side of the Form 4852)?
10. What documentation was used to track the 4852 Table A work performed, when it was performed, and how much time was spent on each task?
11. The name(s) of the employee(s) who performed the custodial work identified in Table A of this facility's Form 4852:
12. How many hours recorded on the Flash report represents work identified in Table B (upper-right side) of the Form 4852?
13. What documentation was used to track the 4852 Table B work performed, when it was performed, and how much time was spent on each task?
14. The name(s) of the employee(s) who performed custodial work identified in Table B of the Form 4852:
15. How many hours recorded on the Flash Report represents work identified in Table C (lower-right side) of the Form 4852?
16. What documentation was used to track the 4852 Table C work performed, the dates the work was performed and how much time was spent performing each task?



October Line H Meeting Questionnaire

17. The name(s) of the employee(s) who performed the work identified in Table C of the Form 4852:

18. How does the Flash Report represent any/all training received by the custodian(s) during the past fiscal year?

19. How does the Flash Report represent the custodial work **not identified** on the Form 4852 that was performed, detailing the performance dates and how much time was spent performing each task?

20. How does the Flash Report show how much travel time the custodian(s) used in the just-completed fiscal year?

21. Were Form 4776s completed by the custodian(s), to include front and back side?

22. Name of Supervisor who verified the accuracy of the employee completed Form 4776.

23. Names of employee(s) who performed the custodial routes when the custodians were absent for leave, vacation, holidays, and/or training:

24. In reference to item #21, please provide a copy of the work assigned, the specific time spent on work, and the dates the work was performed.

25. The Flash Report claims that _____% of Line H was completed by the custodians for the fiscal year. Please explain how that percentage was calculated?



October Line H Meeting Questionnaire

Additional Documents USPS Presented	# Pages

APWU Representative Signature