



EMPLOYEE AND LABOR RELATIONS GROUP
WASHINGTON DC 20005

AUG 28 1979

ARTICLE	19
SECTION	11-5
SUBJECT	REALIGNMENT OF POSITION

NO 220

Bid BEFORE
NOTIFIED

Mr. Kenneth D. Wilson
Administrative Aide, Clerk Craft
American Postal Workers Union, AFL-CIO
817 - 14th Street, NW
Washington, DC 20005

Re: R. Sebastiano
Lawrence, WA
A8-W-0058/WAC1EC3347
APWC - 0058

Dear Mr. Wilson:

On August 2, 1979, we met on the above-captioned case at the fourth step of the contractual grievance procedure set forth in the 1978 National Agreement.

During our discussion, we concluded that at issue in this case is whether the grievant was forced to bid and whether he is thus entitled to official time for scheme study.

After reviewing the information provided, it is our position that per Publication 118, 542a. employees will be only allowed the applicable on-the-clock scheme study hours provided that a bid is "after abolishment or notice of abolishment of his/her duty assignment by management". As the employee in this grievance voluntarily bid an assignment requiring scheme knowledge prior to any action by management to abolish his current position, no forced bid situation occurred and no on-the-clock studies to be approved.

Thus, management believes no violation of the National Agreement has occurred, and this grievance is therefore denied.

Sincerely,


William A. Stefl
Labor Relations Department

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that the records should be kept in a secure and accessible format. Regular backups are recommended to prevent data loss in the event of a system failure or disaster.

In addition, the document outlines the process for reconciling accounts. This involves comparing the internal records with the bank statements to identify any discrepancies. If a difference is found, it is essential to investigate the cause immediately to correct any errors.

The final section of the document provides a summary of the key points discussed. It reiterates the need for diligence and accuracy in all financial reporting. By following these guidelines, the organization can ensure the integrity and reliability of its financial data.

The document concludes with a statement of intent to continue monitoring the financial performance and to update the procedures as needed. It expresses confidence that the implemented measures will lead to improved financial management and reporting.

Finally, the document is signed by the responsible officer, who certifies that the information provided is true and correct to the best of their knowledge.