



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

CLERK DIVISION

September 7, 1983

Mr. Kenneth D. Wilson  
Assistant Director  
Clerk Division  
American Postal Workers  
Union, AFL-CIO  
817 14th Street, N.W.  
Washington, D.C. 20005-3399

ARTICLE	34
SECTION	
SUBJECT	BACK TO BASICS

Re: APWU Local  
Seattle, WA 98109  
H1C-5D-C 12623

Dear Mr. Wilson:

On July 26, 1983, we met to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.


The grievance concerns whether management may complete and retain in a central file "Observation of Back to Basic Procedures" forms on individual employees in this local office.

We have reviewed the forms and find that they provide a supervisor with a structured format for observation of employees performing required duties. The intent is to assist them in performing those basic duties in the most efficient and safe manner. The form was not developed for disciplinary purposes.

Additionally, when completing the form, supervisors may indicate the letters or flats, whichever is appropriate, distributed per minute. However, that part of the form setting goals of 40 letters per minute and 25 flats per minute shall be eliminated.

To the extent discussed above, we consider the grievance resolved.

Sincerely,

  
Robert L. Eugene  
Labor Relations Department

