

DATE: May 31, 1990

OUR REF: CED03:DJShipman:sdp:50318-9994

SUBJECT: Release of Stewards

TO: All Supervisors

This is a reminder that our policy is to release stewards under Article 17 as soon as possible.

If you cannot release a steward when requested, give the steward a reason for the denial and set an alternate time when the request can be granted. The steward may not agree with your reason, and you don't need to debate it, but the steward is entitled to an explanation. "Needs of the Service" and other blanket statements are not sufficiently specific.

One of the purposes of Article 17, Section 3, is to help resolve problems at the earliest time. Reasonableness by all parties will help achieve that goal.

Please feel free to contact Dan Garza, Manager, Labor Relations (283-7545) if you have any questions.

*DJ Shipman*

D. James Shipman  
Director, Human Resources  
Des Moines Division  
Des Moines, IA 50318-9994

- cc: Frank Biegger, Manager, Support Services
- Stephen L. Black, Controller
- John J. Dooley, Director, City Operations
- Louis Dunning, Director, Field Operations
- Sam Gonzalez, Field Director, Marketing & Communications
- Norman W. Griese, Jr., Field Director, Operations Support
- Robert Walters, Manager, Employment & Development
- Dan Garza, Manager, Labor Relations
- Barb VerSteegh, President, DMI-APWU
- Lyle Hawn, Administrative Vice President, NPMHU
- Dick Kimbley, President, NALC