

apwulocal44

From: Morrow, Douglas H - DES MOINES, IA [douglas.h.morrow@usps.gov]
Sent: Tuesday, January 04, 2005 11:32 AM
To: Morrow, Douglas H - DES MOINES, IA; Hawkeye ACE Users; Des Moines BMC ACE Users; Intlekofer, Ruth A - St Charles, MO; Foreman, Jeffery D - Cleveland, OH
Cc: apwulocal44@msn.com
Subject: RE: Reporting for Duty Policy (Severe Weather)

If you have difficulty opening the file or reading all of the text, here's what the letter says:

ALL HAWKEYE DISTRICT EMPLOYEES

During the winter season, employees may encounter situations when it is difficult to report for duty as scheduled. The following are guidelines applying at such time:

1. When it becomes apparent to an employee that (s)he will be unable to report for duty as scheduled, the employee is expected to call in as soon as possible to describe his/her situation and the reasons for the inability to report for work.
2. Employees are expected to use reasonable diligence in attempting to report for work (even if late), throughout their normally scheduled tour, unless otherwise directed by a Supervisor. No employee, however, is expected to take unreasonable risk for his/her personal safety and health in doing so.
3. Employees excused from full or partial duty due to severe weather conditions, have the option of requesting either Annual Leave or Leave Without Pay for the period of approved absence.
4. Instructions to report or not report for duty are given only by Postal management personnel. State highway reports, radio broadcasts, TV presentations, newspaper bulletins, etc. serve only as informational or warning messages.
5. The local Memoranda of Understanding with each of the labor organizations will serve as additional guidelines, as applicable to the circumstances of the times.
6. As stated in the Employee and Labor Relations Manual, Supervisors are NOT authorized to grant Administrative Leave. Verbal approval by Supervisors, excusing tardiness, absences, or early release from duty due to severe weather conditions, are NOT to be interpreted as approval of Administrative Leave. An employee should not make his/her decision to attempt or not attempt to report to duty based on any assumption about category of leave, but rather on his or her own assessment of ability to do so without unreasonable risk to personal safety.
7. Where an employee lives is a personal choice. It is not part of the criteria used for approving Administrative Leave. Granting Administrative Leave will not be determined on driving distance, weather reports, or weather conditions. The "Act of God" situation must be general rather than personal in scope and impact, and the employees must demonstrate reasonable diligence and sustain effort to get to work during his/her entire tour of duty.

Douglas H. Morrow

-----Original Message-----

From: Morrow, Douglas H - DES MOINES, IA

Sent: Tuesday, January 04, 2005 11:26 AM

To: Hawkeye ACE Users; Des Moines BMC ACE Users; Intlekofer, Ruth A - St Charles, MO; Foreman, Jeffery D - Cleveland, OH

Cc: 'apwulocal44@msn.com'

Subject: Reporting for Duty Policy (Severe Weather)

Importance: High

Attached is a policy letter for all employees in Hawkeye District concerning reporting for duty during severe weather.

Postmasters, Managers, and Supervisors should print this policy letter and distribute hard copy to all employees today.

At all times, safety is our prime concern as we continue to provide service to our customers. We have plenty advance notice concerning what the weather will be like this evening and tomorrow morning. All employees need to understand the importance of reporting to work, as soon as it is safe to do so. Supervisors need to understand that they have authority to approve Emergency Annual Leave or Leave Without Pay, not Administrative Leave.

We must maintain our safe work environment to insure continued service to our customers. We had 5 accidents yesterday. Please ensure employees understand the need to be aware of hazardous conditions and work accordingly.

Thank you for your continued efforts in making this a better & safer place to work and in improving service to our customers.

Douglas H Morrow

Incoming mail is certified Virus Free.

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Version: 6.0.822 / Virus Database: 560 - Release Date: 12/22/2004

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January 4, 2005

ALL HAWKEYE DISTRICT EMPLOYEES

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A handwritten signature in cursive script that reads "Douglas H. Morrow".

Douglas H. Morrow