



M 00706

EMPLOYEE AND LABOR RELATIONS GROUP  
Washington, DC 20260

DEC 2 1977

Mr. Thomas D. Riley  
Assistant Secretary-Treasurer  
National Association of Letter  
Carriers, AFL-CIO  
100 Indiana Avenue, N. W.  
Washington, D. C. 20001

Re: NALC Branch  
Beverly Hills, CA  
NC-W-9088/W961-77N

Dear Mr. Riley:

On November 22, 1977, we met with you to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The matters presented by you as well as the applicable contractual provisions have been reviewed and given careful consideration.

Management is not prohibited from giving written informational notices to employees regarding attendance. To this extent the grievance is denied. However, if management desires to bring specific or potential attendance problems to the employee's attention, a personal discussion is more appropriate. Unless more stringent action and/or disciplinary action is warranted, a preliminary discussion provides an opportunity for two-way communication in resolving potential problems.

Sincerely,

Robert B. Hubbell  
Labor Relations Department

NOTE: Grievant protested form letters on attendance. Decision reaffirms that such letter do not replace personal discussion requirements of Postal Manual.