

STANDARD GRIEVANCE FORM

Use additional pages
for any section of
this form, if necessary

NAME OF EMPLOYEE <i>KATHY PARKER</i>		OFFICE TELEPHONE <i>(405) 605-3001 EXT 3049</i>
OFFICE LOCATION <i>DO 783 OKLA CITY, OK</i>	POSITION <i>CR</i>	GRADE <i>GS-11</i>
REPRESENTED BY: <input type="checkbox"/> SELF <input checked="" type="checkbox"/> UNION	REPRESENTATIVE NAME <i>Paul Coffey</i>	REP TELEPHONE

Description of grievance. What article(s) of the Agreement are involved?

SEE THE ATTACHED MEMORANDUM REGARDING EXCUSED ABSENCE FOR VOTING. (Attachments)

I WAS NOT INFORMED THAT WE COULD BE GRANTED AN EXCUSED ABSENCE FOR VOTING. I WENT TO THE POLLS TO VOTE THIS MORNING AND ARRIVED THERE AT 6:30 A.M. I ASSUMED WE WERE NOT BEING GIVEN ANY TYPE OF LEAVE SO I ARRIVED EARLY SO I COULD GET TO WORK AS SOON AS POSSIBLE. I DID NOT GET TO THE OFFICE UNTIL 7:25 A.M. IF I HAD NOT TOOK THE TIME TO VOTE, I WOULD HAVE ARRIVED TO WORK 7:00 AM AND WOULD HAVE BEEN ABLE TO LEAVE AT 3:30 PM.

AFTER I GOT TO WORK I WAS INFORMED THAT ANYONE WHO CAME INTO THE OFFICE AFTER 7:30 COULD GET EXCUSED LEAVE TO VOTE. IF I HAD KNOWN THIS INFORMATION PRIOR TO ELECTION DAY, I COULD HAVE COME IN LATER AND VOTED AFTER WORK.

SOME OF THE SERVICE REPRESENTATIVES SHOWED ME A MEMO THAT WAS PLACED NEXT TO THEIR SIGN IN SHEET. THEY WERE GIVEN ADVANCE NOTICE SO THEY PLANNED THE TIME ACCORDINGLY. I DO NOT FEEL IT WAS FAIR OR EQUITABLE TO INFORM SOME EMPLOYEES AND NOT OTHERS. I FEEL IT IS NOT FAIR TO PENALIZE WORKERS WHO COME IN EARLY AS OPPOSED TO THOSE WHO CHOOSE TO COME IN LATE. THE EXCUSED ABSENCE SHOULD BE GRANTED TO EMPLOYEES WHO VOTE BEFORE WORK AS WELL AS THOSE WHO CHOOSE TO VOTE AFTER WORK.

Relief sought:

I WISH TO BE GRANTED 25 MINUTES EXCUSED ABSENCE FOR VOTING PURPOSES. ALL UNITS SHOULD RECEIVE OR HAVE A COPY OF THE CURRENT POLICY REGARDING THIS ISSUE - NOT JUST CERTIAN UNITS.

I hereby authorize my representative to examine any appropriate official document, personnel record, or medical information which may be related to the grievance.

EMPLOYEE SIGNATURE <i>Kathy Parker</i>	DATE
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STEP 1 SUBMITTED

SUPERVISOR <i>Paulth Cph...</i>	TELEPHONE	ORAL PRESENTATION REQUESTED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	DATE RECEIVED <i>11/7/00</i>
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DISPOSITION OF GRIEVANCE

NAME OF EMPLOYEE

Kathy Parker

STEP 1 DECISION BY:

TITLE <i>Operations Supervisor</i>	SIGNATURE <i>Kathy Green</i>	DATE <i>11/16/00</i>
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DECISION (Enter disposition summary here and check block if narrative attached)

RECEIPT ACKNOWLEDGED BY EMPLOYEE OR UNION REPRESENTATIVE <i>Paul Coffey</i>	DATE <i>11/16/2000</i>
<input type="checkbox"/> Grievance Resolved <input checked="" type="checkbox"/> Proceed to next Step <input type="checkbox"/> Oral Presentation Requested <input type="checkbox"/> Photocopy to Union	

AS NEEDED, DESIGNATE STEP 2 OFFICIAL →	NAME <i>Laverna Williams</i>	LOCATION <i>DO 783</i>	TELEPHONE <i>(405)605-3006</i>
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STEP 2 DECISION BY:

TITLE <i>District Manager</i>	SIGNATURE <i>Laverna Williams</i>	DATE <i>12-05-00</i>
PERSON SERVED <i>Paul Coffey, AFGE</i>	<input type="checkbox"/> MAIL <input checked="" type="checkbox"/> DIRECT	DATE <i>12-05-00</i>

DECISION (Enter disposition summary here and check block if narrative attached)
Based on additional information presented at step 2, administrative leave for voting on Nov 7, 2000 from 7-7:25 AM is approved.

RECEIPT ACKNOWLEDGED BY EMPLOYEE OR UNION REPRESENTATIVE <i>Paul Coffey</i>	DATE <i>12/05/2000</i>
<input type="checkbox"/> Grievance Resolved <input type="checkbox"/> Proceed to next Step <input type="checkbox"/> Oral Presentation Requested <input type="checkbox"/> Photocopy to Union	

AS NEEDED, DESIGNATE STEP 3 OFFICIAL →	NAME	LOCATION	TELEPHONE
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STEP 3 DECISION BY:

TITLE	SIGNATURE	DATE
PERSON SERVED	<input type="checkbox"/> MAIL <input type="checkbox"/> DIRECT	DATE

DECISION (Enter disposition summary here and check block if narrative attached)

RECEIPT ACKNOWLEDGED BY EMPLOYEE OR UNION REPRESENTATIVE	DATE
<input type="checkbox"/> Grievance Resolved <input type="checkbox"/> Proceed to Next Step <input type="checkbox"/> Oral Presentation Requested <input type="checkbox"/> Photocopy to Union	

FOR LABOR RELATIONS STAFF USE →	Grievance Code:	Disposition:	Disposition Level:
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Attachment 1



SOCIAL SECURITY

MEMORANDUM

Date: ?

Refer To: S7B Refer

To: All SSA Managers and Supervisors
From: Deputy Commissioner for Human Resources
Subject: Excused Absence for Voting—INFORMATION

This is to remind you of the policy on excusing employees to vote in the upcoming election.

When practical to do so without causing serious interference with SSA operations, you may excuse employees from duty so as to permit them to report for work 3 hours after the polls open or to leave work 3 hours before the polls close, whichever results in the lesser amount of time off. Under unusual circumstances, you can excuse employees up to a full day. How much, if any, excused absence should be approved is determined by the employees' work schedules on the day of the election.

The following are examples on applying this policy. In the examples, we have assumed the polls open at 6 a.m. and close at 7 p.m. If the polls open or close at different times in your location, adjust the examples accordingly.

Example 1

Employee A arrives at work at 8 a.m. A's workday ends at 4:30 p.m. In the morning, the employee has a 2-hour opportunity to vote (6 a.m. to 8 a.m.). In the afternoon, A has a 2 1/2-hour opportunity (4:30 p.m. to 7 p.m.) Therefore, the employee could be excused for 30 minutes at the end of the day for the purpose of voting.

Example 2

Employee B arrives at work at 9 a.m. B's workday ends at 5:30 p.m. Since the polls were open 3 hours before the beginning of the workday (6 a.m. to 9 a.m.) no excused absence for voting should be granted.

All employees were given notification of voting policy in the Annual Personnel Reminders. Employees were reminded in staff meeting, by Laverna Williams to review this document, which specifically addresses voting policies. All employees were provided a copy of the Annual Personnel Reminders. In addition, on the bulletin boards within cemail, there is a document dated 2/98 in which voting policy is addressed.

The attached memorandum, provided, states that an employee may be excused to vote 3 hours after polls open or 3 hours before polls close, whichever is the lesser amount of time. For employees who arrive before 7:30 am, with the exception of CWS, they would have a 3 hour opportunity, 4 pm to 7 pm, to vote with no need to have leave granted. Example 2 on the memorandum specifically addresses this situation.

The employees were given ample opportunity to review voting policy, therefore the request for excused absence is denied.

11/16/00
P. Campbell

I AGREE ALL EMPLOYEES ARE GIVEN NOTIFICATION OF VOTING POLICY IN THE ANNUAL PERSONNEL REMINDERS AND THAT WE ARE REMINDED TO REVIEW THE ANNUAL PERSONEL REMINDERS BOOKLET YEARLY. PLEASE SEE THE ATTACHED COPIES OF MEMORANDUMS BETWEEN WITOLD SKWIERCZYNSKI AND LAURIE WATKINS. IT APPEARS THESE ISSUES HAVE BEEN ADDRESSED BY THE SSA DIRECTOR OF LABOR MANAGEMENT AND EMPLOYEE RELATIONS, LAURIE WATKINS AND AFGE COUNCIL 220 PRESIDENT, WITOLD SKWIERCZYNSKI. MY UNION REPRESENTATIVE PROVIDED THESE COPIES AND HAS ASKED THAT THEY BE INCLUDED WITH MY RESPONSE.

REGARDLESS OF THE OUTCOME OF THESE CONFLICTING JUDGEMENTAL ISSUES, I DISAGREE WITH YOUR DECISION THAT EXAMPLE 2 ON THE MEMORANDUM SPECIFICALLY ADDRESSES MY SITUATION AND DENIES MY REQUEST FOR ADMINISTRATIVE LEAVE. I COULD NOT LEAVE THE OFFICE AT 4:00 P.M BECAUSE I WAS ASSIGNED TO FLOAT THAT DAY AND HAD TO WAIT UNTIL ALL THE CUSTOMERS WERE SCREENED AND REFERED TO THE APPROPRIATE INTERVIEWER BEFORE I COULD LEAVE THE OFFICE. THIS WAS NOT ACCOMPLISHED UNTIL 4:25 P.M. AND I STAYED UNTIL 4:25 ON ELECTION DAY.

IF YOU USE EXAMPLE 2 LISTED IN THE MEMORANDUM. MY WORKDAY STARTED AT 7:30 AM. AND MY WORKDAY COULD NOT END UNTIL 4:25 PM. IN USING THE 3 HOUR AFTERNOON WINDOW OF 4:00 TO 7:00 PM I WOULD HAVE BEEN ELIGIBLE FOR 25 MINUTES OF LEAVE SINCE I COULD NOT LEAVE UNTIL 4:25 AND I DID NOT HAVE A FULL 3 HOUR WINDOW TO VOTE.

AS ADDRESSED IN EXAMPLE 1, THE MORNING WINDOW WOULD HAVE BEEN 7:00 AM TO 10:00 AM. SINCE I CAME IN AT 7:25 AM I SHOULD HAVE BEEN ELIGIBLE FOR 25 MINUTES LEAVE SINCE I DID NOT HAVE A FULL 3 HOUR WINDOW OF TIME TO VOTE.

BOTH OF THE ABOVE EXAMPLES RESULT IN 25 MINUTES LEAVE.

CWS EMPLOYEES WERE GRANTED LEAVE BASED ON THEIR WORK SCHEDULES. ACCORDING TO THE ANNUAL PERSONNEL REMINDERS, SECTION D, and PAGE 50. THE SECTION ON EXCUSING ABSENCE STATES "HOW MUCH, IF ANY, EXCUSED ABSENCE SHOULD BE APPROVED IS DETERMINED BY YOUR WORK SCHEDULE ON THE DAY OF THE ELECTION". MY WORK SCHEDULE ON THE DAY OF THE ELECTION WAS DETERMINED BY THE TIME THE FRONT RECEPTION WINDOW WAS CLOSED.

Step 2
By: K. Parker



NATIONAL COUNCIL OF SSA FIELD OPERATIONS LOCALS AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES, AFL-CIO

REPRESENTING OVER 28,000 SOCIAL SECURITY EMPLOYEES WORKING IN OVER 1,300 FIELD INSTALLATIONS AND 36 TELESERVICE CENTERS ACROSS THE NATION, PUERTO RICO AND PACIFIC ISLANDS

PO Box 617576
Chicago, IL 60661-7576
(312) 575-5620
(312) 575-5625 fax
afge_council_220@attglobal.net

Witold Skwierczynski, President, NCSSAFOL

FROM: [Signature]
DATE: 10/24/00

OF PAGES: 16
RE: VOTING LEAD

LOCAL PRESIDENTS

TO: ALL LPs

- ANDY KRALL HOWARD LEVINE ANA ANGELET ROBERT NAUGER EVAN BALLARD
- CHARLES FAHLIKMAN JOHN GAGE RITA FYLE JULIUS MALLETT WILLIAM ADAMS
- DELPHINE SMITH BOB ROSA ANTHONY YOUNG MOLLIE GOODIN MARK DENMAN
- DEBBIE FREDERICKSEN KEN KEILLOR GARY SCHUMANN AGATHA JOSEPH
- SHERON DAVIS MICHAEL GUERRIERO STEPHEN PETERSON
- YLITA EDD DANA McCracken JOSIE MARRUJO LOLLIE LEZCANO
- ALAN SEAGRAVE PABLO HERNANDEZ BEVERLY GARRETT
- JIM KULA MATT ORR ROBERTA GOMAN KATHY GALLAMORE
- DARLA BEED KATHY WILLIAMS KIM NELSON BARBARA READ
- DENNIS SWARTZ BARBARA PITT CHRISTINA HOLLINGER ANN BUNK
- DAVID GLASSFORD FRANCES ROMNEY-DARR LENA VALDEZ MIKE CODON
- JEANETTE PERKINS SANDRA MATTHIS ALICE DeFAZIO STEVE KOFAHL

MESSAGE: _____

<input type="checkbox"/> URGENT	<input type="checkbox"/> PLEASE RESPOND BY _____
<input checked="" type="checkbox"/> FYI	<input type="checkbox"/> PLEASE REDISTRIBUTE

**NATIONAL COUNCIL OF SSA FIELD OPERATIONS LOCALS
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES, AFL-CIO**

Representing over 28,000 Social Security employees working in over 1,300 field installations and 36 teleservice centers across the nation, Puerto Rico and Pacific Islands

PO Box 617576
Chicago IL 60661-7576
(312) 575-5620
(312) 575-5625 Fax
afgc_council_220@attglobal.net

MEMORANDUM

DATE: October 26, 2000

TO: Laurie Watkins

FROM: Witold Skwierczynski
President



SUBJECT: Leave- Voting Leave (CC-NUC- 2000-A14)

On October 20, 2000 you responded to my memorandum of the same day concerning excused absence for voting. In your response you assert that the Agency has fulfilled the requirements of Article 31, Section 3 (D) of the contract by sending an annual personnel reminder booklet to employees in August 2000. The information regarding voting leave is on page 50-51 of this 55-page booklet.

The issuance of the Annual Personnel Reminders booklet does not fulfill the mandatory contractual requirement of notifying employees at the beginning of the fiscal year of their rights to excused absence to vote and to encourage employees to avail themselves of this right. The beginning of the fiscal year is October not August. August is at the end of the fiscal year.

The negotiators intended the notice at the beginning of the fiscal year to coincide with the time of most general elections, which occur on the first Tuesday of November. The negotiators also intended that the Agency would provide clear notice and encouragement of this right to vote on Agency time. Burying the

information at the end of a lengthy booklet, which addresses 18 different personnel notices, does not fulfill such intent.

Fulfillment of the letter and intent of this requirement mandates that SSA send a notice to each employee at the beginning of the fiscal year. Such notice should be before the November 7, 2000 election. Such written notice should be unambiguous and not obscured by inclusion with a multitude of other notices.

In addition, the encouragement requirement is best fulfilled through enthusiastic reminders of these voting rights at staff meetings or similar occasions. Review my memorandum of October 20, 2000 for further suggestions regarding fulfillment of the contractual mandates.

I hope that your response does not indicate a desire to limit the employee vote in the next critical election occurring in 12 days. Please provide evidence of compliance with the contract regarding this matter

Cc: W. Halter
C. Colvin
P. Barnes
K. Apfel
C-220 EC
AFGE/SSA GC
C-220 LP

GENUC
99-A 31



SOCIAL SECURITY

S7C
NUC 2000-A114

OCT 20 2000

Mr. Witold Skwierczynski, President
AFGE Council 220
P.O. Box 617576
Chicago, IL 60661-7576

Dear Mr. Skwierczynski:

You asked that the Agency advise what action had been taken to assure compliance with Article 31 requirements related to annual voting leave reminders. This reminder is included in the Annual Personnel Reminders issued to all employees in August of each year. We furnished you advance copies of this year's issuance on July 13, 2000.

Sincerely,

Laurie Watkins
Director
Office of Labor-Management
and Employee Relations

10/22/00
✓ X
✓ X
✓ X
✓ X
✓ in fact well

leave -
Excused Absence
to VOTE
(Voting Leave)

Section D

Voting

Introduction You are encouraged to register and vote in any election or on any referendum on a civic matter in your community.

**Excusing
absence**

When practicable to do so without seriously interfering with operations, you will be excused from duty so as to permit you to report for work 3 hours after the polls open or to leave work 3 hours before the polls close, whichever results in the lesser amount of time off. Under unusual circumstances, you can be excused up to the full day. ~~For each day of an excused absence should be approved by the supervisor and signed by the employee on the day of absence.~~

Examples The following examples assume that the polls open at 6 a.m. and close at 7 p.m. If the polls open or close at different times in your location, adjust the examples accordingly.

Example 1 Employee A arrives at work at 8 a.m. A's workday ends at 4:30 p.m. In the morning, the employee has a 2-hour opportunity to vote (6 a.m. to 8 a.m.). In the afternoon, A has a 2¹/₂-hour opportunity (4:30 p.m. to 7 p.m.). Therefore, the employee could be excused for 30 minutes at the end of the day for the purpose of voting.

Example 2 Employee B arrives at work at 9 a.m. His/her workday ends at 5:30 p.m. Since the polls were open 3 hours before the beginning of the workday, no absence for voting should be granted.

Continued on next page

UP1-26-2000 16:07 SSAPRFBUE COUNCIL 220 J12 313 062 1 20 00

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AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES, AFL-CIO**

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(312) 575-5625 Fax
afge_council_220@attglobal.net

MEMORANDUM

DATE: October 20, 2000

✓ TO: Laurie Watkins

FROM: Witold Skwierczynski
President



SUBJECT: Leave- Excused Absence to Vote

Article 31, Section 3 (D) of the contract requires SSA to provide voting leave to bargaining unit employees. In addition, this provision requires that SSA notify employees annually of their right to excused absence to vote and encourage employees to avail themselves of this right.

Please provide evidence that SSA has provided the required notice and encouragement. An appropriate method of conveying such required information would be through a written notice to each individual employee which is both given to each individual employee and e mailed to each employee.

Encouragement would be best conveyed through mandatory reminders in staff meetings where employees are encouraged to use excused absences to vote. An alternative mechanism would be mandatory individual discussions with employees explaining voting leave provisions as well as conveying the required encouragement.

Again, please provide information regarding management compliance with Article 31, Section 3 (D) of the contract...

- Cc ✓ C-220 Executive Committee
- ✓ C-220 Local Presidents
- ✓ AFGE/SSA General Committee
- ✓ Legislative Action Committee
- ✓ W. Fretwell
- ✓ C. Colvin

Author: DENNIS PURIFOY at -DAL783

Date: 2/27/98 1:32 PM

Priority: Normal

Subject: Leave for voting

----- Message Contents -----

MEMORANDUM

DATE: April 2, 1997

TO: All Staff

FROM: Dennis

SUBJECT: Administrative Leave for Voting

Our Central Office has clarified our agency's policy on admin leave to vote. The clarification deals with defining your arrival and departure times in determining how much time off is allowable.

Employees on a fixed schedule, like CWS:

Your work schedule on the day of the election will be used to determine the amount of excused absence, if any, to be granted.

Employees on a flexible schedule:

The actual time of arrival and corresponding time of departure ON THE DAY OF THE ELECTION will be used to determine the amount of excused absence, if any, to be granted.

Note that usual polling hours in Oklahoma are 7 am to 7 pm. If you want admin leave to vote, you'll need to do a 71 showing "admin leave to vote".

See the attached page for examples and official policy. If you have any questions, ask your OS.