



January 19, 2010

**ALL MANAGERS AND SUPERVISORS**

**SUBJECT: Information Requests and *Weingarten* Rules**

The purpose of this memo is to remind you of two extremely important responsibilities related to your position with the Postal Service – the handling of information requests and adherence to the *Weingarten* rules. As a Postal Service supervisor, you are required to:

- 1. promptly provide information requested by union representatives; and**
- 2. allow employees to consult with a union steward under the *Weingarten* rules.**

**Responding to Information Requests:**

When you receive a request for information from a union representative, you must act promptly after receiving the request. There is no specific statutory time target, but a good rule of thumb for routine requests is to respond within five days of receiving the request. Do not wait until you have all the information if some information can be supplied quickly, but other information will take much longer to provide. If you need assistance in responding to a request, immediately contact District Labor Relations for help. Do not ignore requests or assume that you can wait a week or two to work on the request before responding.

***Weingarten* Rules:**

Employees, upon request, must be given access to a steward before and during any “investigatory interview.” An investigatory interview or pre-disciplinary interview (PDI) is any conversation which the employee reasonably believes may lead to discipline. If requested, you must permit the employee and the steward to meet privately for an adequate period of time before the meeting. During the interview, you must permit the steward to participate and advise the employee.

**Training:**

Two short videos are available to explain the duty to supply information and the *Weingarten* rules. You will find the videos on the USPS-TV On Demand webpage, <http://blue.usps.gov/pac/uspstv/vodlist.htm>. The links to the videos are located in the Employee Awareness section, under the following titles:

- **“Unions, Part 1: *Weingarten* – What You Need to Know”**
- **“Unions, Part 2: The Duty to Supply Information”**

**Contact Your District Labor Relations Office:**

Complying with the *Weingarten* rules and the duty to provide information can sometimes be complicated. If a question arises regarding any of the above, ask Labor Relations before denying an employee’s request for a steward or denying a request for information. When appropriate, Labor Relations will contact the Law Department for advice.

  
Doug A. Tulino