



*American Federation of  
Government Employees*



**LOCAL 525**  
*Salters, SC*

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DATE: June 3, 2009

TO: John R. Owen, Warden

From: J Jim A. Norman, VP Local 525

SUBJECT: Intent to negotiate Office Space/ Room 167

The purpose of this memorandum is to inform you of our intent to negotiate Office Space. On May 18, 2009, we requested to informally resolve this matter with you. We have yet to receive a response for resolution and are requesting consideration for Room 167 (Old Wellness Center). Currently, this room is being utilized for storage of extra mile awards. The Union is requesting that no changes take place to this area until all collective bargaining procedures are exhausted. Thank you in advance for your consideration in this matter.

Attached is a copy of the body of the request for informally resolution.

Received by \_\_\_\_\_ June 3, 2009

DATE: May 18, 2009  
TO: John R. Owen, Warden  
From: J Jim A. Norman, VP Local 525  
SUBJECT: Informal resolution for Union Office Space

The purpose of this memorandum is to informally resolve the lack of adequate office space assigned to the Union. AFGE Local 525 currently has 5 Executive Officers, 22 shop Stewards, and represents over 170 members. For comparison purposes, our designated Union Office is similar in size to a mop closet. Due to space limitation, it is impossible to effectively represent our members in an efficient manner. The Local discovered that many offices within the administration building are not being utilized to their full potential. This is especially true in the Employee Services area.

This is adversely affecting bargaining unit staff for the following reasons:

- Restricting our ability to be timely
- Space inadequate for required audit teams
- Location will not permit computer used for financial record keeping
- Only possible for one (1) workstation
- Does not promote efficient labor management relations
- Not accessible to staff without 24 hour key ring
- During non-business hours, can not exchange written correspondence (place under door)
- Unable to purchase necessary office equipment, i.e. fax, copy machine, shredder, etc.
- Insufficient seating area for Executive Board meetings; only floor space for 2 chairs
- Increased likelihood of comprising sensitive information (transporting area to area)
- Union members not being afforded access to representatives
- Not conducive for conducting counseling sessions; does not allow personal space
- Fire evacuation route not sufficient
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