

PACIFIC AREA OFFICE  
HUMAN RESOURCES



November 18, 2008

Omar Gonzalez  
APWU Western Regional Coordinator  
500 Airport Blvd., Ste. 450  
Burlingame, CA 94010

RECEIVED  
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WESTERN REGION  
COORDINATOR

To:  Pacific Area Local(s)  
 Western Area Local(s)  
 So. West Area Local(s)

- Withholding Info
- Staffing Issue(s)
- Status Update
- Grievance Administration
- Please review, take action and reduce issues to writing
- Comments

Omar M. Gonzalez, Coordinator  
*cc: Communications Dept*

Dear Omar:

This is to advise you of the intent of the San Francisco Performance Cluster to utilize the provisions of Article 12.5.C.5 of the National Agreement to involuntarily reassign 72 full-time, Level 6 clerks from the San Francisco bid installation based on the loss of workload and the compression of Tour Two operations. The final placement date will be no earlier than May 20, 2009, although volunteers may move earlier.

The impacted employees will receive a minimum of 60 days advance written notification of their involuntary reassignments.

The San Francisco bid installation is a 200 man year office and has no part-time flexible clerks; therefore the provisions of Article 12.5.C.5.a (3) which requires part-time flexible hours be reduced to the extent possible have been met. Additionally, casuals are being separated for earlier impacts as well as for this impact; therefore, the provisions of Article 12.5.C.5.a (2) which requires the separation of all casuals to the extent possible have been met.

By copy of this notice, the Pacific Area is authorizing the withholding of 72 full-time residual assignments in the clerk, carrier, mail handler and custodial crafts in offices within a 500 miles radius of the impacted site.

Attached you find a copy of the Automated Impact Report along with copies of the operational data utilized to support this action and a list of the junior impacted clerks who will be excessed. If you have any questions or wish to meet on this matter, you may contact Linda Shumate at (858) 674-3183.

*Manuel Botello*  
Manuel Botello  
Manager, Human Resources

Attachments

cc: Area Manager, Operations Support  
Area Manager, Finance

## WorkHour Impact Report

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|                                    |                                   |
|------------------------------------|-----------------------------------|
| Impacted Bid Cluster               | SAN FRANCISCO POST OFFICE         |
| Installation Address               |                                   |
| Area Name                          | PACIFIC                           |
| Impact Type                        | Reduction Other Than by Attrition |
| Date of Impact                     | 05/20/2009                        |
| Period (Dates) of Review Performed | 11/10/2007 thru 11/07/2008        |
| Report Prepared By                 | Linda Shumate                     |
| Report Prepared Date               | 11/18/2008                        |
| Reviewed By                        | James Larkin                      |
| Phone                              | (415) 550-5638                    |

## WorkHour Impact Report

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### Craft = CLERK

|       | A<br>Current<br>Average<br>Weekly Hrs | B<br>Planned<br>Weekly<br>Hrs | C<br>Weekly Hrs<br>Savings | D<br>Monthly<br>Savings | E<br>Annual Work<br>Hours<br>Savings | F<br>Annual FTE<br>Savings | G<br>Current FTE<br>Yearly Hr<br>Rate |
|-------|---------------------------------------|-------------------------------|----------------------------|-------------------------|--------------------------------------|----------------------------|---------------------------------------|
| Total | 60350                                 | 57787                         | -2563                      | -10252                  | -133276                              | -75                        | 1768                                  |

### OverTime Impact

|       | Current OT<br>Average<br>Weekly Hrs | Current<br>OT Rate | Planned OT<br>per Week from<br>changes | Additional<br>Planned OT<br>per Week | Percent<br>Planned OT<br>per Week | Planned OT<br>Hours per<br>Week | Planned OT<br>Rate |
|-------|-------------------------------------|--------------------|--|--------------------------------------|-----------------------------------|---------------------------------|--------------------|
| Total | 3330                                | 5.5%               | -205                                   | 0                                    |                                   | 3125                            | 5.4%               |

## WorkHour Impact Report

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### Casuals

|  |       |
|--|-------|
| a. Current Number of CLERK Casuals on Rolls                              | 78    |
| b. Current Total Non-OverTime CLERK Casuals Hours per Month              | 11512 |
| c. Planned Reduction in Total Non-OverTime CLERK Casuals Hours per Month | -580  |
| d. Number of CLERK Casuals that will have Reduced Hours                  | 0     |
| e. Number of CLERK Casuals that will be Terminated                       | -4    |
| f. Number of CLERK Casuals Remaining After Impact                        | 74    |
| g. Provide Narrative Justifying need for Remaining CLERK Casuals         |       |

Casual reductions are already scheduled to be taken for the last two impact statements. This reduction will leave SF with no more than 5 casuals

### Part Time Flexible (PTFs)

|   |    |
|---|----|
| a. Current Number of CLERK PTFs on Rolls                              | 0  |
| b. Current Total Non-OverTime CLERK PTFs Hours per Month              | 0  |
| c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month | 0  |
| d. Number of CLERK PTFs that will have Reduced Hours                  |    |
| e. Will there be any CLERK PTFs Excessed from Craft or Installation   | NO |
| If Yes how Many CLERK PTFs  | 0  |
| f. Provide Narrative Explaining need for Excessing                    |    |

There are no PTF's

### Transitional Employees (TEs)

|   |   |
|---|---|
| a. Current Number of CLERK TEs on Rolls                             | 0 |
| b. Current Total Non-OverTime CLERK TE Hours per Month              | 0 |
| c. Planned Reduction in Total Non-OverTime CLERK TE Hours per Month | 0 |
| d. Number of CLERK TEs that will have Reduced Hours                 | 0 |
| e. Number of CLERK TEs that will be Terminated                      | 0 |
| f. Number of CLERK TEs Remaining After Impact                       | 0 |
| g. Provide Narrative Justifying need for Remaining CLERK TEs        |   |

TE's are not authorized

## WorkHour Impact Report

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### Part Time Regular (PTRs)

|   |         |
|---|---------|
| a. Current Number of CLERK PTRs on Rolls  | 0       |
| b. Planned Number of CLERK PTR Positions after Impact                             | 0       |
| c. Estimated Number of CLERK PTR Attrition  | 0       |
| d. Will there be any CLERK PTRs Excessed from Craft or Installation<br>CLERK PTRs | NO<br>0 |
| e. Provide Narrative Explaining need for Excessing<br>There are no PTR's          |         |

### Full Time Regular (FTRs)

|   |           |
|---|-----------|
| a. Current Number of CLERK FTRs on Rolls  | 1703      |
| b. Planned Number of CLERK FTR Positions After Impact   | 1631      |
| c. Estimated Number of CLERK FTR Attrition  | 0         |
| d. Will there be any CLERK FTRs Excessed from Craft or Installation<br>If Yes how Many CLERK FTRs | YES<br>72 |
| e. Provide Narrative Explaining need for Excessing  |           |

Attrition will be taken before excessing. The Tour Compression which is based on workload loss will result in a need to excess up to 72 full-time clerks from the craft and/or installation

## WorkHour Impact Report-CLERK

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### Preliminary Summary

|   |        |
|---|--------|
| a. Total Planned Non-OT Reduction per Month for Regulars and PTRs | -9672  |
| b. Planned Reduction in Total OT Hours per Month                  | -820   |
| c. Planned Reduction in Casual Non-OT Hours per Month             | -580   |
| d. Planned Reduction in PTF Non-OT Hours per Month                | 0      |
| e. Planned Reduction in TE Non-OT Hours per Month                 | 0      |
| e. Total Planned Non-OT Hours per Month                           | 231148 |
| f. Total FTE Savings  | -75    |

# T2 Baseline Model

FOURTH  
Second Submission

Facility: San Francisco PDC

| OTRs by Type*               | CURRENT | PROPOSED | NET  |
|-----------------------------|---------|----------|------|
| Total Facility MH OTRs      | 567     | 513      | -54  |
| Total Facility Clerks OTRs  | 1000    | 891      | -109 |
| Total Facility LDC 10 OTRs  | 92      | 85       | -7   |
| Total MH/Clerks/LDC 10 OTRs | 1659    | 1448     | -170 |
| T2 MH OTRs                  | 146     | 74       | -72  |
| T2 Clerks OTRs              | 179     | 44       | -135 |
| T2 LDC 10 OTRs              | 21      | 7        | -14  |

\* Current OTRs Source = WebCOINS

| CLERKS              | Current # of Bids | T2 @ 0700/0800 | Proposed T3 @ 1200 | NET         | Rational for Retaining  |
|---------------------|-------------------|----------------|--------------------|-------------|---|
| DBCS                | 54                | 0              | 17                 | -37         |   |
| SPBS                | 26                | 23             | 0                  | -3          | Review of PER Op Plan; Upcoming Destinating Priority  |
| AFSM                | 10                | 5 @ 0800       | 5                  | 0           | Bring in 2 crews due to PER processing to meet Op Plan                                      |
| Manual Primary      |                   |                |                    |             |   |
| Belt Operations     | 8                 | 0              | 0                  | -8          | 0700 Reports, answer phones, supplies, etc.<br>Sched after tour training for T-1 Clerks(HR) |
| Manual Letters      | 6                 | 0              | 0                  | -6          |   |
| Manual Flats        | 3                 | 0              | 3                  | 0           |   |
| General Clerks      | 6                 | 1              | 1                  | -4          |   |
| Training            | 1                 | 1              | 0                  | 0           |   |
| Label Room          | 1                 | 0              | 1                  | 0           |   |
| Nixie               | 2                 | 0              | 0                  | -2          |   |
| Total               | 27                | 2              | 5                  | -20         |   |
| Manual Secondary    | 34                | 0              | 0                  | -34         |   |
| Box Section         | 9                 | 3              | 0                  | -6          | Assist customer pick-up   |
| Postage Due         | 2                 | 0              | 2                  | 0           |   |
| Registry            | 6                 | 2              | 0                  | -4          | Vault turnover, Reg Mail to truck drivers   |
| Platform (Gen. Exp) | 11                | 9              | 0                  | -2          | Scan, drop shipments; 161 trips/day   |
| <b>TOTAL CLERKS</b> | <b>179</b>        | <b>44</b>      | <b>29</b>          | <b>-106</b> |   |

| MAILHANDLERS         | Current # of Bids | RT @ 0700 1000 | RT @ 1200 | Start Time  | Rational for Retaining                       |
|----------------------|-------------------|----------------|-----------|-------------|--|
| Automation           | 9                 | 2              | 3         | -4          |  |
| LCTS                 | 30                | 10 @ 1000      | 0         | -20         | Set-up/prep mail prior to 12pm machine start |
| East Dock            | 11                | 7              | 0         | -4          | 350-400 drops; 161 trips from 0600-1200      |
| North Dock           | 11                | 8              | 0         | -3          | 350-400 drops; 161 trips from 0600-1200      |
| AFSM                 | 52                | 23             | 13        | -16         | Start/prep flats prior to 12PM runs          |
| SPBS                 | 14                | 14             | 0         | 0           | Start 2 machines on STD/Periodicals          |
| Jitney/Forklift      | 19                | 10             | 2         | -7          | Flow pallets into building                   |
| <b>TOTAL MH</b>      | <b>146</b>        | <b>74</b>      | <b>18</b> | <b>-54</b>  |  |
| <b>OVERALL TOTAL</b> | <b>325</b>        | <b>117</b>     | <b>47</b> | <b>-161</b> |  |

Proposed Implementation Date: \_\_\_\_\_

Projected RPG Submission Date: \_\_\_\_\_

Technical Assistance Required: (in red):

Yes/No - RPG  
Yes/No - BMG  
Yes/No - Baseline

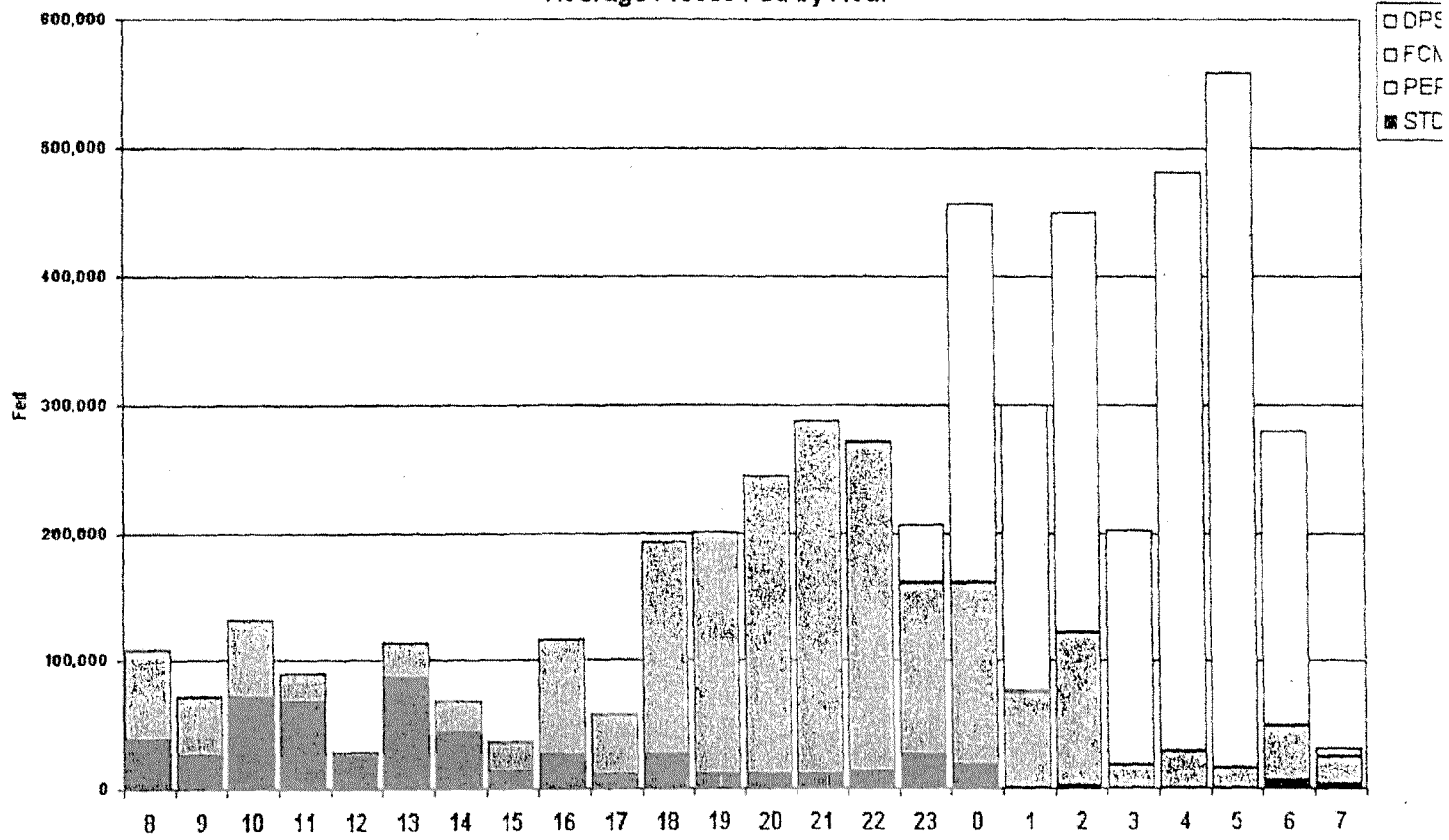
Yes/No - Impact Statement  
Yes/No - Communication Plan/Migration Planning

\_\_\_\_\_  
(signature on file)  
Plant Manager Signature

\_\_\_\_\_  
10/29/2008  
Date



San Francisco CA P&DC  
Automation Letter  
Average Pieces Fed by Hour





San Francisco CA P&DC  
Flat Mail  
Average Pieces Fed by Hour

