

PACIFIC AREA OFFICE
HUMAN RESOURCES



December 12, 2008

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

RECEIVED
APWU
DEC 15 2008
WESTERN REGION
COORDINATOR

No. Cal. locals

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 to involuntarily reassign up to 22 full-time clerks from the North Bay bid installation. The basis for this action is the loss of workload, the need to maximize the use of equipment to capture efficiencies and right sizing of the complement to match operational windows and volume. The final placement date will be no sooner than June 15, 2009, although volunteers may move earlier than that date.

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

The North Bay bid installation is a 200 man year office and has no part-time flexibles; 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; 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 22 full-time residual assignments in the clerk, mail handler, carrier and custodial crafts in offices and/or plants throughout Northern California.

Attached you will 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

Impacted Bid Cluster	NORTH BAY POST OFFICE
Installation Address	
Area Name	PACIFIC
Impact Type	Reduction Other Than by Attrition
Date of Impact	06/20/2009
Period (Dates) of Review Performed	12/08/2007 thru 12/19/2008
Report Prepared By	Linda Shumate
Report Prepared Date	12/11/2008
Reviewed By	James Larkin
Phone	(415) 550-5638

WorkHour Impact Report

Craft = CLERK

	A Current Average Weekly Hrs	B Planned Weekly Hrs	C Weekly Hrs Savings	D Monthly Savings	E Annual Work Hours Savings	F Annual FTE Savings	G Current FTE Yearly Hr Rate
Total	8412	7544	-868	-3472	-45136	-26	1768

OverTime Impact

	Current OT Average Weekly Hrs	Current OT Rate	Planned OT per Week from changes	Additional Planned OT per Week	Percent Planned OT per Week	Planned OT Hours per Week	Planned OT Rate
Total	248	2.9%	-94.7	0		153	2%

WorkHour Impact Report

Casuals

a. Current Number of CLERK Casuals on Rolls	9
b. Current Total Non-OverTime CLERK Casuals Hours per Month	1152
c. Planned Reduction in Total Non-OverTime CLERK Casuals Hours per Month	-512
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	5
g. Provide Narrative Justifying need for Remaining CLERK Casuals	

Casuals have been separated to the extent possible, the remaining casuals will be utilized to cover temporary unavailability and to provide flexibility

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

Part Time Regular (PTRs)

a. Current Number of CLERK PTRs on Rolls	2
b. Planned Number of CLERK PTR Positions after Impact	2
c. Estimated Number of CLERK PTR Attrition	0
d. Will there be any CLERK PTRs Excessed from Craft or Installation	NO
CLERK PTRs	0
e. Provide Narrative Explaining need for Excessing	
There are no PTR's	

Full Time Regular (FTRs)

a. Current Number of CLERK FTRs on Rolls	239
b. Planned Number of CLERK FTR Positions After Impact	217
c. Estimated Number of CLERK FTR Attrition	0
d. Will there be any CLERK FTRs Excessed from Craft or Installation	YES
If Yes how Many CLERK FTRs	22
e. Provide Narrative Explaining need for Excessing	
The loss of workload and the right sizing of complement to match volume has resulted in a need to excess up to 22 FT clerks from the craft/installation	

WorkHour Impact Report-CLERK

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-2960
b. Planned Reduction in Total OT Hours per Month	-379
c. Planned Reduction in Casual Non-OT Hours per Month	-512
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	30176
f. Total FTE Savings	-26

T2 Baseline Model

Facility: NORTH BAY P&DC

OTRs by Type*	Current #	Proposed #	Net
Total Facility MH OTRs	98	96	-2
Total Facility Clerks OTRs	231	209	-22
Total Facility LDC 10 OTRs	20	19	-1
Total MH/Clerks/LDC 10 OTRs	349	325	-25
T2 MH OTRs	31	8	-23
T2 Clerks OTRs	51	12	-39
T2 LDC 10 OTRs	4	1	-3

* Current OTRs Source = WebCOINS

Operation	# of Bids	Start Time	Rationale for Retaining
200 Platform MH	3 (CUR 5)	0600/0630	50-200 pallets / 78 trips 0600-1200
212 Jitney/Forklift MH	3 (CUR 2)	0600	Flow mail into bldg
214 AFSM-ai MH	0 (CUR 11)		
218 LCTS MH	0 (CUR 8)		
224 SPBS MH	3 (CUR 2)	0730	1 SPBS / Proc Std/Periodicals
Unassigned MH	0 (CUR 3)		
General Clerk	0 (CUR 1)		
210 General Expeditors Clerks	1 (CUR 2)	0700	Scan/drop shipment/ 78 trips 0600-1200
226 SPBS Clerks	10 (CUR 16)	0730	Process STD/Periodicals
233 Automation Clerks	0 (CUR 10)		
253 AFSM Clerks	0 (CUR 10)		
284 Express/Registry Clerks	1 (CUR 2)	0700	Express/Registry
293 Training Tech	0 (CUR 1)		
297 Unassigned/Nixie Clerks	0 (CUR 9)		

Proposed Implementation Date: 31 JAN 2009

Projected RPG Submission Date: _____

WebCOINS Validated (Date): _____

Technical Assistance Requested (Circle):

Yes/No - RPG

Yes/No - BMG

Yes/No - Baseline

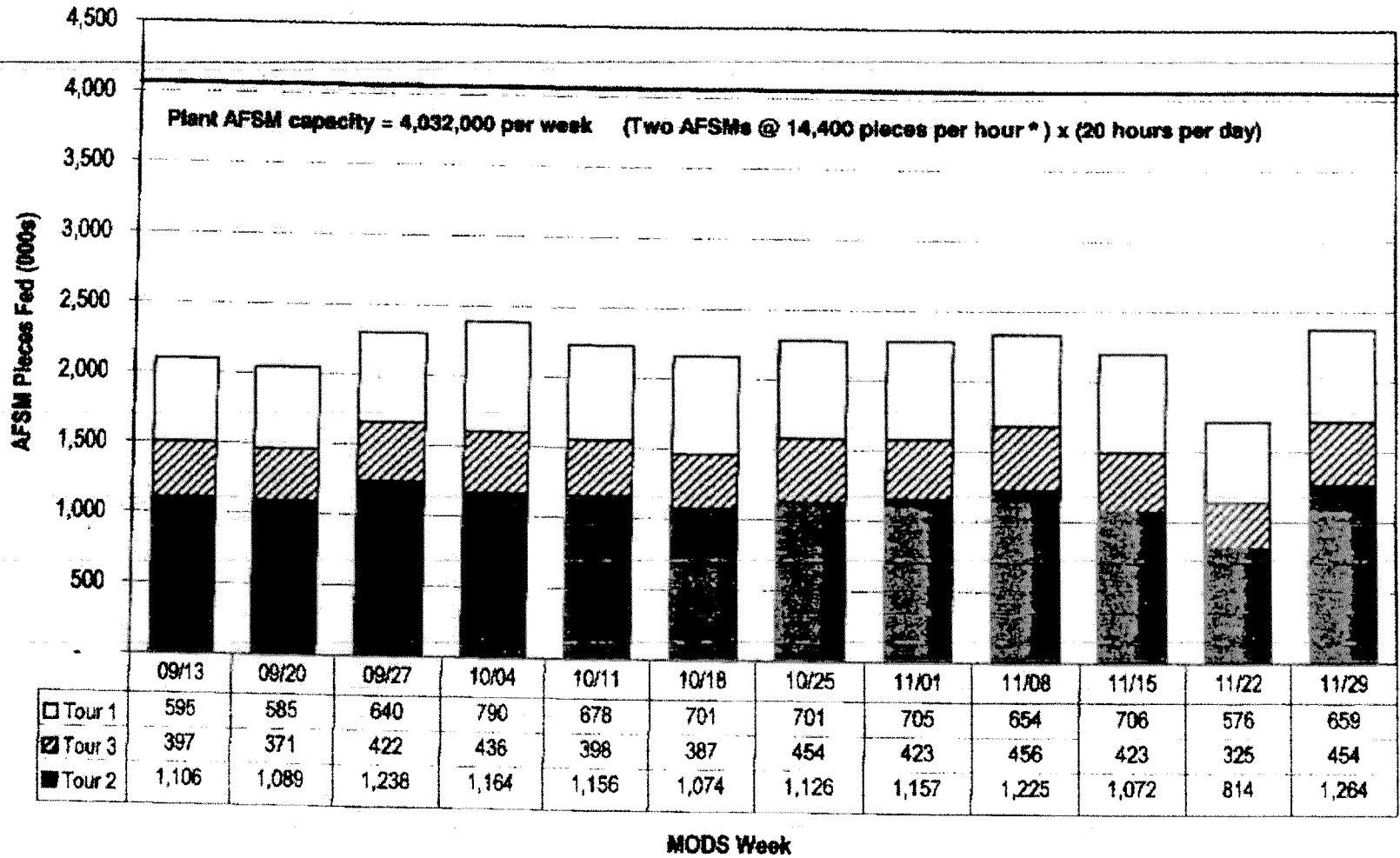
Yes/No - Impact Statement

Yes/No - Communication Plan/Migration Planning

Plant Manager Signature

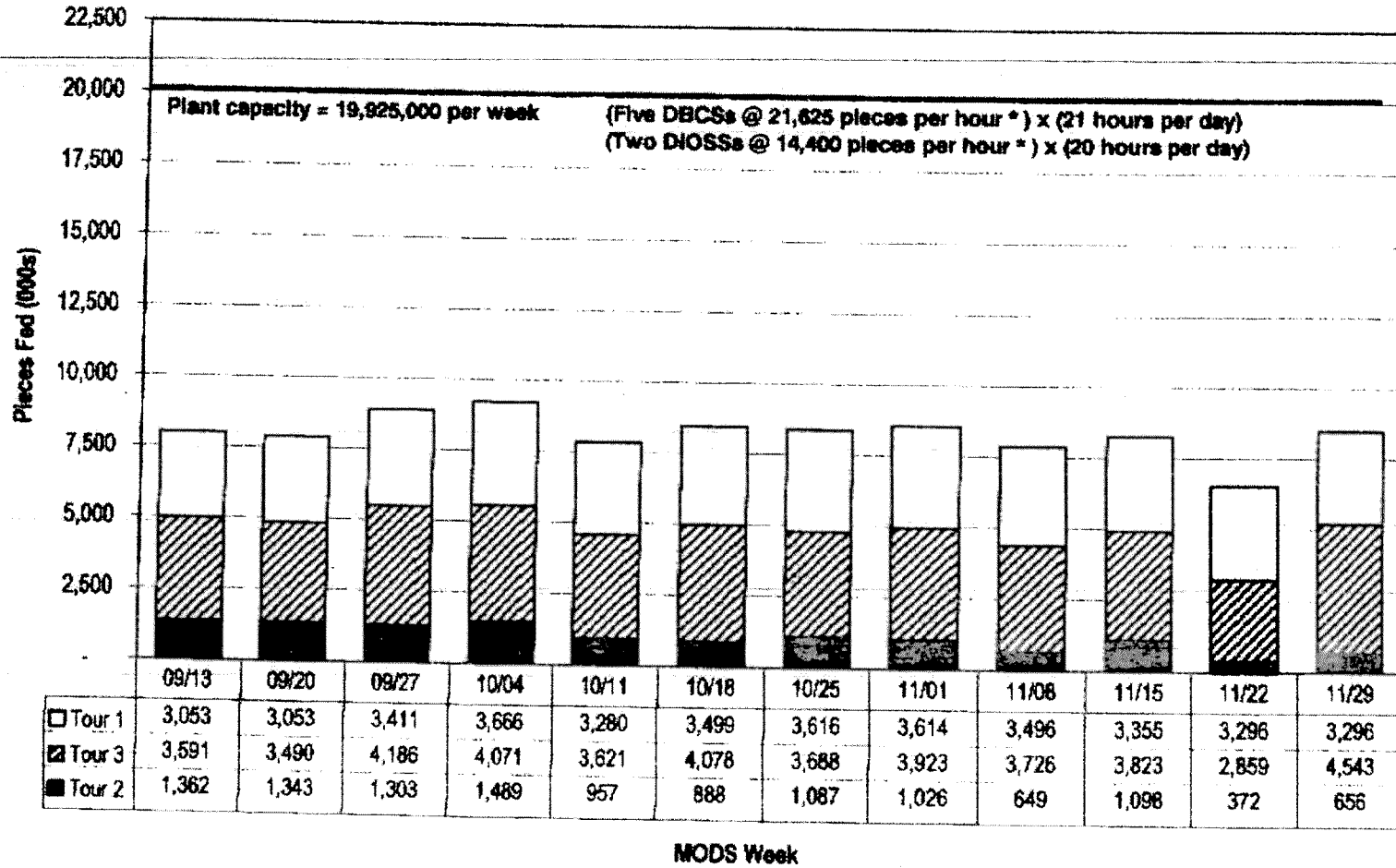
Date

North Bay P&DC AFSM Utilization



* Piece per hour rate = Operational Throughput during sample period

North Bay P&DC DBCS / DIOSS Utilization



* Piece per hour rate = Operational Throughput during sample period