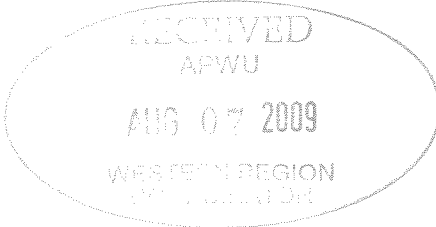


70072680000248981198



August 5, 2009

David E. Ross
Director NPMHU Western Region (Denver)
11152 Huron St.
Northglenn, CO 80234-4321

To: () Pacific Area Local(s)
(X) 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

SUBJECT: Notice of Impacts in COWY District

Omar M. Gonzalez, Coordinator

Dear Mr. Ross,

This letter is with regard to the workload reductions in the Littleton, CO Post Office. In order to minimize impact due to the workload reductions we are authorizing the withholding of one (3) residual vacancy at the same or lower level in surrounding installations within CO/WY District. These positions include mail handler and custodial craft positions.

If you have any questions, please contact Scott Sutton Western Area Labor Relations at 303-313-5449.

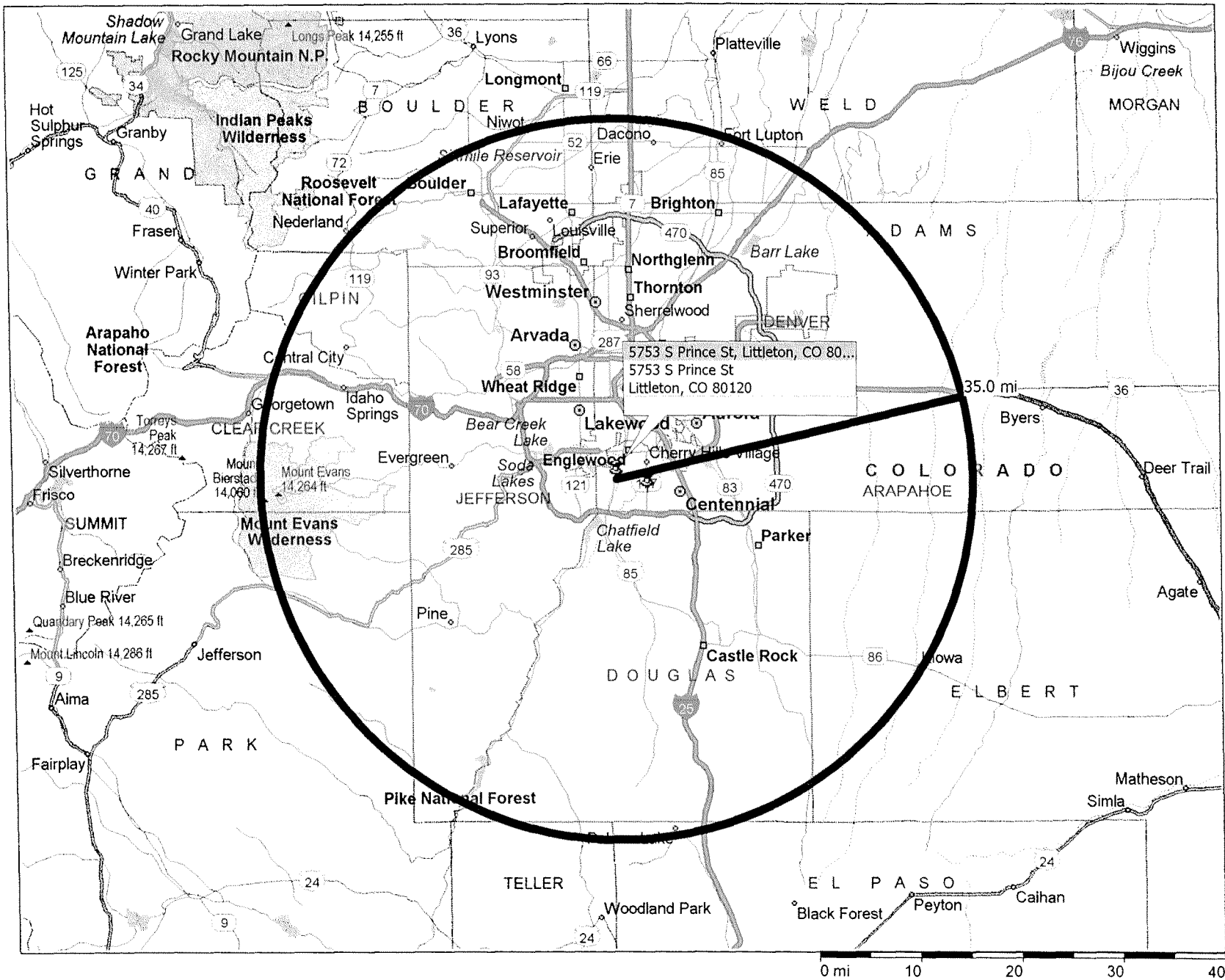
Scott Sutton for
Valerie E. Martin
Manager Human Resources
Western Area

Attachments: Impact Report, Seniority List, Supportive Documentation

Cc: Manager Labor Relations Western Area
Manager Programs Delivery Support, Western Area
Manger In-Plant Support Western Area
District Manager CO/WY
Manager Human Resources CO/WY
Manager Labor Relations CO/WY
APWU Regional Director (Gonzalez)

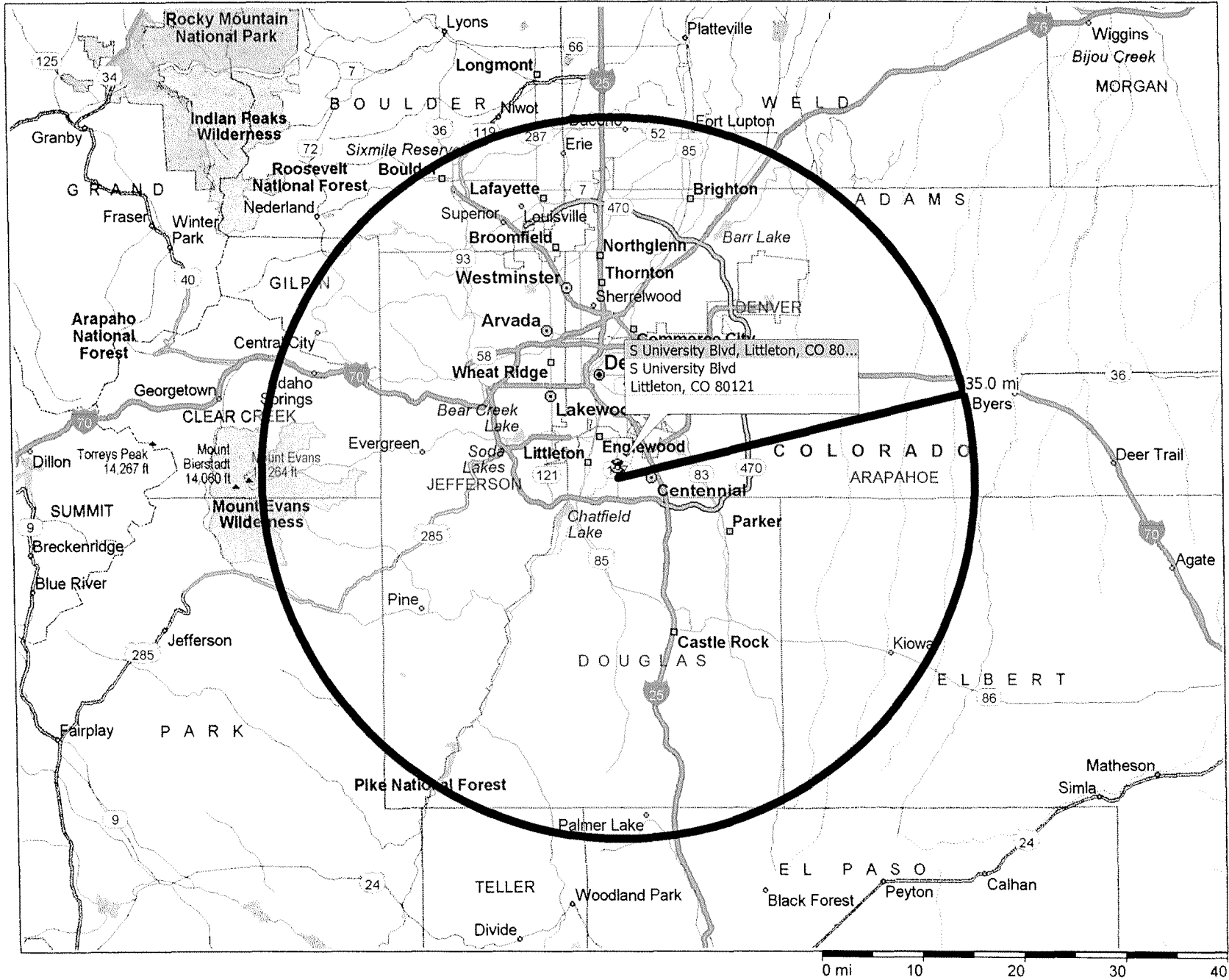
FINA	OFFICE	LAST	FIRST	JOB TITLE	D/A	FU	LD	SEN DATE	V
75583	LIT-HIGHLANDS RANCH B	MAEZ	DAVID	MAIL HANDLER	120	4	43	4/17/2004	N
75583	LIT-HIGHLANDS RANCH B	WINKLER	CYNTHIA	MAIL HANDLER	120	4	43	6/9/2007	N
75583	LIT-HIGHLANDS RANCH B	VALDEZ	ARMANDO	MAIL HANDLER	420	4	43	3/1/2008	Y
75583	LIT-HIGHLANDS RANCH B	SLEEZER	RICHARD	MAIL HANDLER	120	4	43	11/7/1998	Y
75583	LIT-HIGHLANDS RANCH B	BLOMGREN	RICKY	MAIL HANDLER	120	4	43	12/10/2005	Y
75583	LIT-HIGHLANDS RANCH B	ENSIGN	DEBBIE	MAIL HANDLER	120	4	43	2/13/1999	N
75583	LIT-HIGHLANDS RANCH B	REIDDINGER	ROBERTA	MAIL HANDLER	120	4	43	8/14/1999	Y
75583	LIT-HIGHLANDS RANCH B	LARKINS	GERALD	MAIL HANDLER	120	4	43	2/17/1996	Y
75583	LIT-HIGHLANDS RANCH B	CROSS	RANDALL	MAIL HANDLER	120	4	43	3/31/2007	N
75583	LIT-HIGHLANDS RANCH B	TOLENTINO	BENJAMIN	MAIL HANDLER	120	4	43	5/4/2002	Y
75583	LIT-HIGHLANDS RANCH B	WADLEY	THOMAS	MAIL HANDLER	120	4	43	10/5/2002	Y
75585	LIT-MAIN OFFICE STA	TRUJILLO	LORRAINE	MAIL HANDLER	320	4	48	10/23/1999	N

Colorado, United States, North America



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Colorado, United States, North America



WorkHour Impact Report

Impacted Bid Cluster	LITTLETON POST OFFICE
Installation Address	
Area Name	WESTERN
Impact Type	Reduction Other Than by Attrition
Date of Impact	12/31/2009
Period (Dates) of Review Performed	07/19/2008 thru 07/17/2009
Report Prepared By	Kathleen Jackson
Report Prepared Date	07/28/2009
Reviewed By	Selwyn Epperson
Phone	(303) 853-6160

WorkHour Impact Report

Craft = MAIL HANDLER

	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	624	522	-102	-408	-5304	-3	1820

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	36	5.8%	-21	0		15	2.9%

WorkHour Impact Report

Casuals

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

Part Time Flexible (PTFs)

a. Current Number of MAIL HANDLER PTFs on Rolls	1
b. Current Total Non-OverTime MAIL HANDLER PTFs Hours per Month	112
c. Planned Reduction in Total Non-OverTime MAIL HANDLER PTFs Hours per Month	-4
d. Number of MAIL HANDLER PTFs that will have Reduced Hours	1
e. Will there be any MAIL HANDLER PTFs Excessed from Craft or Installation	NO
If Yes how Many MAIL HANDLER PTFs	0
f. Provide Narrative Explaining need for Excessing	
NA	

Transitional Employees (TEs)

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

WorkHour Impact Report

Part Time Regular (PTRs)

a. Current Number of MAIL HANDLER PTRs on Rolls	1
b. Planned Number of MAIL HANDLER PTR Positions after Impact	0
c. Estimated Number of MAIL HANDLER PTR Attrition	0
d. Will there be any MAIL HANDLER PTRs Excessed from Craft or Installation	YES
MAIL HANDLER PTRs	1

e. Provide Narrative Explaining need for Excessing

F4 Mail handler reviews conducted 4/4 - 4/10/09, volume is down 18% to SPLY, FSS impact will result in reduction of 8002 F4 hours

Full Time Regular (FTRs)

a. Current Number of MAIL HANDLER FTRs on Rolls	16
b. Planned Number of MAIL HANDLER FTR Positions After Impact	14
c. Estimated Number of MAIL HANDLER FTR Attrition	0
d. Will there be any MAIL HANDLER FTRs Excessed from Craft or Installation	YES
If Yes how Many MAIL HANDLER FTRs	2

e. Provide Narrative Explaining need for Excessing

F4 Mail handler reviews conducted 4/4 - 4/10/09, volume is down 18% to SPLY, FSS impact will result in reduction of 8002 F4 hours

WorkHour Impact Report-MAIL HANDLER

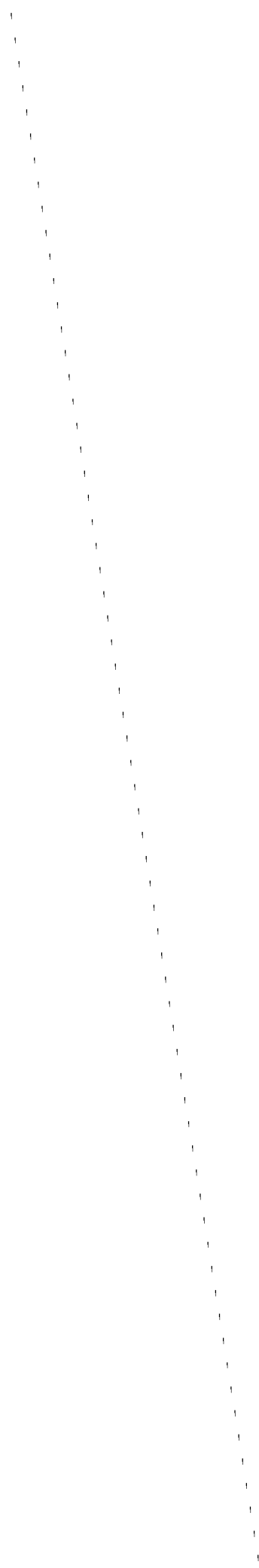
Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-404
b. Planned Reduction in Total OT Hours per Month	-84
c. Planned Reduction in Casual Non-OT Hours per Month	0
d. Planned Reduction in PTF Non-OT Hours per Month	-4
e. Planned Reduction in TE Non-OT Hours per Month	0
e. Total Planned Non-OT Hours per Month	2088
f. Total FTE Savings	-3

7/27/09
11:11:51 AM 075580

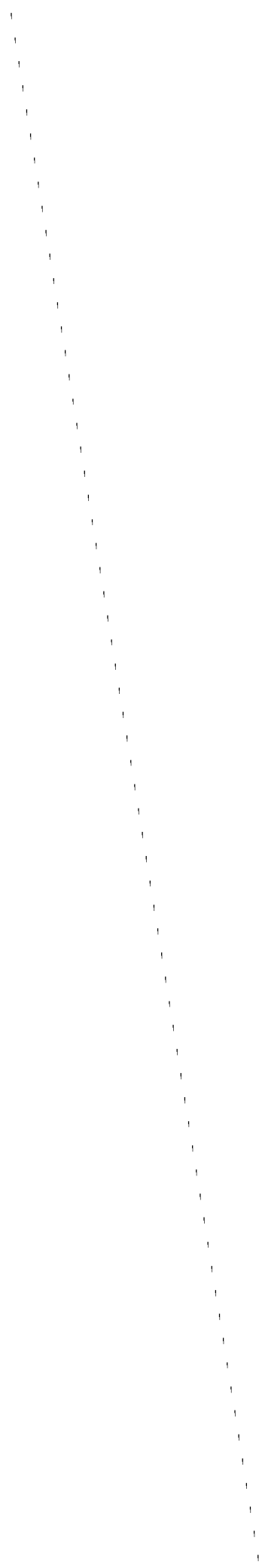
Weekly Flash Report: Week 43 2009
Lead Finance LITTLETON PO - 075580

Description	-----Act Ddays 6 Sply Ddays 6-----				-----Act Ddays 20 Sply Ddays 21-----				----- Act Ddays 246 Sply Ddays 248-----			
	Act/Plan 07-18-2009 - 07-24-2009		SPLY 07-19-2008 - 07-25-2008		Act/Plan 07-01-2009 - 07-24-2009		SPLY 07-01-2008 - 07-25-2008		Act/Plan 10-01-2008 - 07-24-2009		SPLY 10-01-2007 - 07-25-2008	
	Actual	Plan	%Plan	%SPLY	Actual MTD	Plan MTD	%P MTD	%S MTD	Actual YTD	Plan YTD	%P YTD	%S YTD
D/S SUPERVISOR	995	1,028	-3.2	-4.1	3,246	3,493	-7.1	-13.4	41,249	44,475	-7.3	-1.5
CITY CARRIER HRS	10,811	10,216	5.8	-6.4	36,441	34,704	5.0	-11.1	480,026	442,007	8.6	-4.5
RURAL CARRIERS	1,367	1,327	3.0	-4.7	4,540	4,385	3.5	-12.9	59,369	57,223	3.8	-3.3
TOTAL D/S HRS	13,217	12,588	5.0	-6.1	44,320	42,642	3.9	-11.5	581,439	544,625	6.8	-4.5
FN2 OT RATIO	7.02	8.18	-14.2	-25.6	6.96	8.21	-15.3	-31.9	9.08	8.85	2.6	7.6
TOTAL PLNT & EQUIP	796	902	-11.8	-9.0	2,806	3,099	-9.5	-11.2	38,553	38,534	0.0	-4.2
C/S CLERK/MH HRS	4,195	4,145	1.2	-10.6	14,434	14,201	1.6	-11.9	192,751	186,396	3.4	-10.9
TOTAL C/S HRS	4,217	4,145	1.7	-11.6	14,456	14,201	1.8	-13.3	193,407	187,001	3.4	-11.0
FN4 OT RATIO	1.14	7.79	-85.4	-78.1	1.32	8.08	-83.6	-78.9	5.01	9.00	-44.3	-39.4
TOT MKTNG & COMM HRS	53	37	43.2	-33.8	155	125	24.0	-26.9	2,014	1,568	28.4	-24.3
ADMIN TOTAL	194	146	32.9	9.6	614	500	22.8	-1.8	8,392	6,167	36.1	25.9
TRAINING (NON-ADD)	26	0	0.0	-83.6	26	0	0.0	-94.5	1,460	756	93.1	-63.2
TOTAL HOURS	18,477	17,818	3.7	-7.5	62,351	60,567	2.9	-11.9	823,805	777,895	5.9	-5.9
TOTAL SAL/BEN	751,182	719,006	4.5	-3.3	2,566,215	2,453,696	4.6	-8.2	33,248,903	31,502,467	5.5	-1.3
TOTAL REVENUE	198,939	0	0.0	-49.9	1,079,250	0	0.0	-22.0	18,833,152	0	0.0	-11.8
TOTAL OT RATIO	5.28	7.83	-32.5	-35.0	5.25	7.90	-33.5	-41.2	7.70	8.61	-10.5	-6.3
TOTAL SL RATIO	4.96	4.06	22.2	14.3	4.11	3.81	7.7	9.0	4.40	3.98	10.4	7.2
CITY CARR DPS	2,080,980	2,340,058	-11.1	-16.4	7,257,699	8,296,336	-12.5	-20.0	103,143,192	110,418,788	-6.6	-9.9
DPS % - DPS OFFICES	94.46	94.09	0.4	2.0	94.43	94.67	-0.2	1.6	93.19	94.26	-1.1	1.3
TOT CASED VOL	857,727	1,195,585	-28.3	-19.4	3,199,957	3,990,792	-19.8	-22.6	52,920,258	57,041,151	-7.2	-16.5
TOT CDV PIECE	3,171,143	3,856,440	-17.8	-20.0	11,371,766	13,156,114	-13.6	-21.0	169,262,638	180,510,504	-6.2	-12.1
POSS DEL	115,070	115,312	-0.2	0.5	115,063	115,292	-0.2	0.5	114,870	114,981	-0.1	0.6
RURAL BOXES	15,778	16,277	-3.1	0.8	15,777	16,261	-3.0	0.8	15,767	16,009	-1.5	1.5
CITY DEL PER ROUTE	496.0	488.6	1.5	2.2	496.0	488.5	1.5	2.3	486.5	487.2	-0.1	2.3
OFFICE EFF INDICATOR	202.59	195.39	3.7	12.6	200.86	191.67	4.8	15.3	173.72	184.58	-5.9	7.5
STREET EFF IND	96.72	108.68	-11.0	5.0	95.59	106.64	-10.4	4.1	92.53	102.70	-9.9	2.2
DELIVERIES PER HOUR	63.60	67.61	-5.9	7.4	62.99	66.33	-5.0	7.8	58.77	63.86	-8.0	4.8
F2 CPD	0.6826	0.6375	7.1	-2.7	0.6967	0.6529	6.7	-3.5	0.7317	0.6715	9.0	-0.1
PACKAGES	70,643	117,232	-39.7	-24.9	236,410	375,124	-37.0	-27.9	4,454,095	5,670,188	-21.4	-11.7
C/S A/M VOLUME	5,257,340	5,093,386	3.2	-17.0	18,267,802	20,274,463	-9.9	-19.8	259,427,094	261,531,057	-0.8	-11.8
CUST SVC VOL	309,288	304,556	1.6	-12.3	1,058,688	1,091,844	-3.0	-20.0	16,101,755	14,904,067	8.0	-16.0
OSHA INJ/ILL FREQ	0.00	0.00	0.0	-100.0	0.00	0.00	0.0	-100.0	3.64	0.00	0.0	-33.6
VEH ACC TOTAL	0	0	0.0	-100.0	0	0	0.0	-100.0	3	0	0.0	-66.7



DISTRICT NAME - COLORADO

EXPECTED IMPLEMENTATION DATE	OFFICE	PROJECTED ANNUAL FUNCTION 4 WORKHOUR SAVINGS	FTE Equivalent
2-Oct-09	ARV-INDIAN TREE STATION	1,708	0.94
2-Oct-09	ARV-MAIN OFFICE STA	1,314	0.72
2-Oct-09	BROOMFIELD EAGLEVIEW STA	660	0.36
2-Oct-09	BROOMFIELD POST OFFICE	1,379	0.76
2-Oct-09	CASTLE ROCK POST OFFICE	2,316	1.28
2-Oct-09	COMMERCE CITY POST OFFICE	815	0.45
2-Oct-09	DEN-PARK HILL STATION	550	0.30
2-Oct-09	ENG-MAIN OFFICE STA	1,355	0.75
2-Oct-09	LAFAYETTE POST OFFICE	447	0.25
2-Oct-09	LIT-KEN CARYL BRANCH	1,742	0.96
2-Oct-09	LOUISVILLE PO	941	0.52
2-Oct-09	WESTMINSTER HARRIS PARK S	278	0.15
2-Oct-09	WESTMINSTER POST OFFICE	827	0.46
2-Oct-09	WHEAT RIDGE PO	691	0.38
27-Nov-09	AUR-MAIN OFFICE STA	2,043	1.13
27-Nov-09	DEN-CAPITOL HILL STATION	2,401	1.32
27-Nov-09	DEN-LAKEWOOD BRANCH	2,641	1.45
27-Nov-09	DEN-NORTH PECOS STATION	1,210	0.67
27-Nov-09	ENG-CARRIER ANNEX	1,387	0.76
27-Nov-09	ENG-GREENWOOD VILLAGE BR	1,499	0.83
27-Nov-09	LIT-COLUMBINE HILLS BRANCH	1,274	0.70
27-Nov-09	LIT-MAIN OFFICE STA	1,073	0.59
12-Feb-10	AUR-ALTURA STATION	935	0.51
12-Feb-10	AUR-FLETCHER STATION	544	0.30
12-Feb-10	AUR-HOFFMAN HEIGHTS STATI	938	0.52
12-Feb-10	DEN-BEAR VALLEY STATION	1,972	1.09
12-Feb-10	DEN-DENVER DOWNTOWN STA	1,226	0.67
12-Feb-10	DEN-NORTHGLENN BRANCH	1,477	0.81
12-Feb-10	DEN-NORTHVIEW ANX	632	0.35
12-Feb-10	DEN-WESTWOOD STATION	921	0.51
12-Feb-10	LIT-CENTENNIAL	1,421	0.78
12-Feb-10	LIT-HIGHLANDS RANCH	2,492	1.37
2-Apr-10	DEN-EDGEWATER BRANCH	649	0.36
2-Apr-10	DEN-GLENDALE BRANCH	1,448	0.80
2-Apr-10	DEN-MILE HIGH STATION	235	0.13
2-Apr-10	DEN-MONTBELLO STATION	1,703	0.94
2-Apr-10	DEN-MONTCLAIR STATION	1,444	0.80
2-Apr-10	DEN-SOUTH DENVER ANX	997	0.55
2-Apr-10	DEN-SOUTH DENVER STATION	599	0.33
2-Apr-10	DEN-STOCKYARDS STATION	584	0.32
2-Apr-10	DEN-SULLIVAN STATION	2,016	1.11
2-Apr-10	DEN-SUNNYSIDE STATION	880	0.48
2-Apr-10	DEN-THORNTON BRANCH	724	0.40
2-Apr-10	DEN-UNIVERSITY PARK STATIO	1,880	1.04
2-Apr-10	DEN-WELLSHIRE STATION	1,360	0.75
22-May-10	AUR-GATEWAY	1,048	0.58
22-May-10	AUR-TOWER STATION	1,861	1.02
22-May-10	BLD-FLATIRONS	1,248	0.69
22-May-10	BLD-HIMAR STATION	392	0.22
22-May-10	BLD-MAIN OFFICE STA	613	0.34
22-May-10	BLD-VALMONT STATION	2,189	1.21
22-May-10	BRIGHTON PO	1,049	0.58
22-May-10	DEN-ALCOTT STATION	501	0.28
22-May-10	GOLDEN POST OFFICE	1,996	1.10
22-May-10	LONGMONT PO	3,323	1.83
22-May-10	LOVELAND MO	1,045	0.58
22-May-10	LOVELAND VALENTINE STA	670	0.37



Jackson, Kathleen - Denver, CO

From: Binder, Deborah E - Denver, CO
Sent: Wednesday, July 08, 2009 10:24 AM
To: Jackson, Kathleen - Denver, CO
Subject: M/H Seniority list - Littleton

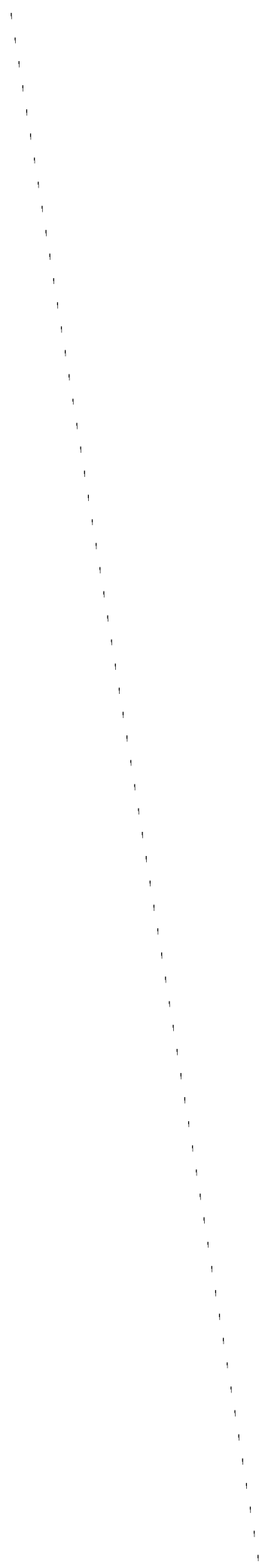
	Last Name	First Name	Initial	Des/ Act	Seniority Date	Seniority Rank	
Mail Handlers							
1	Fernald	Mark	S	1 20	03/01/1986	001	
2	Schmauder	David	E	1 20	10/31/1992	001	
3	Mobley	Richard	A	1 20	09/04/1993	001	
4	Robinson	Jeffery	E	1 20	07/08/1995	001	
5	Rivers	Jerry	J	1 20	12/23/1995	001	
6	Larkins	Gerald	L	1 20	02/17/1996	001	
7	Sleezer	Richard	R	1 20	11/07/1998	001	
8	Ensign	Debbie	K	1 20	02/13/1999	001	
9	Wiegand	Thomas	Richard	1 20	06/19/1999	001	
10	Reiddinger	Roberta	L	1 20	08/14/1999	001	
11	Tolentino	Benjamin	L	1 20	05/04/2002	001	
12	Wadley	Thomas	G	1 20	10/05/2002	001	
13	Maez	David	K	1 20	04/17/2004	001	
14	Blomgren	Ricky	G	1 20	12/10/2005	001	
15	Cross	Randall	D	1 20	03/31/2007	001	
16	Winkler	Cynthia		1 20	06/09/2007	001	
	Trujillo	Lorraine	Florence	3 20	10/23/1999	001	PTR
	VALDEZ	ARMANDO	L	4 20	03/01/2008	001	PTF

COMPLY WITHHELD POSITIONS

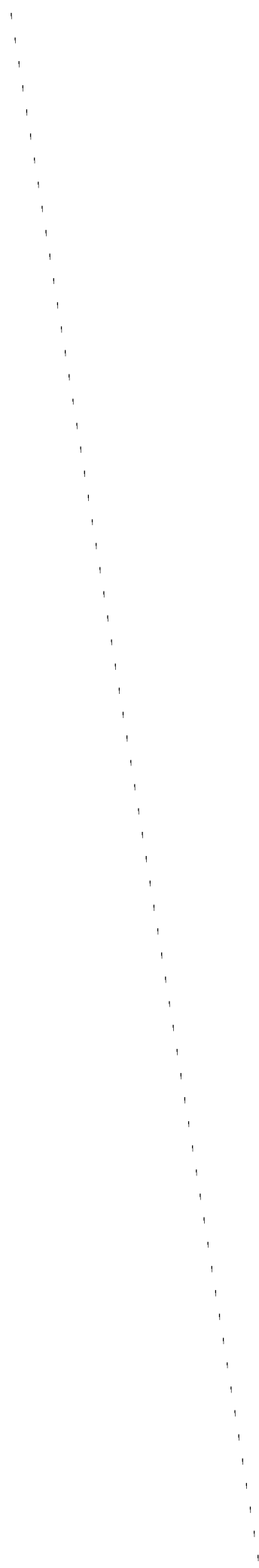
INANCE	OFFICE	JOB ID	JOB TITLE	D/A	FUNC	LDC	HCES ORG	ROUTE
71080	BROOMFIELD PO	95481576	CARRIER (CITY)	134	2B	21	4345	20018
71080	BROOMFIELD PO	95591572	CARRIER (CITY)	134	2B	21	4345	0
71080	BROOMFIELD PO	95615348	CARRIER (CITY)	134	2B	21	4345	0
71440	CASTLE ROCK PO	70303315	CARRIER (CITY)	134	2B	21	4363	9027
71440	CASTLE ROCK PO	70320112	CARRIER (CITY)	134	2B	21	4363	8030
71440	CASTLE ROCK PO	70320111	CARRIER (CITY)	134	2B	21	4363	9028
71440	CASTLE ROCK PO	95484402	CARRIER (CITY)	134	2B	21	4363	4001
71440	CASTLE ROCK PO	95508029	CARRIER (CITY)	134	2B	21	4362	0
71440	CASTLE ROCK PO	95554704	CARRIER TECHNICIAN	134	2B	21	4363	8022
71820	COLORADO SPRINGS P	95755978	MAIL HANDLER	120	1	17	42326	0
71846	COMMERCE CITY PO	95696952	CARRIER TECHNICIAN	134	2B	21	4398	22013
72358	DENVER PO	95866941	LABORER CUSTODIAL	166	3B	38	1018430	0
72359	DENVER P&DC	95607592	MAIL HANDLER	120	1	17	1016415	0
72359	DENVER P&DC	95573792	MAIL HANDLER	120	1	17	1016415	0
72359	DENVER P&DC	95612896	MAIL HANDLER	120	1	17	1016415	0
72359	DENVER P&DC	95655864	MAIL HANDLER	120	1	13	1016415	0
72359	DENVER P&DC	95533235	MAIL HANDLER	120	1	17	1016420	0
72359	DENVER P&DC	95761833	MAIL HANDLER	120	1	17	1016415	0
72359	DENVER P&DC	70170687	LABORER CUSTODIAL	166	3B	38	1017023	0
72359	DENVER P&DC	70203818	LABORER CUSTODIAL	166	3B	38	1017023	0
72359	DENVER P&DC	70173542	LABORER CUSTODIAL	166	3B	38	1017023	0
72359	DENVER P&DC	95620674	MAIL HANDLER	120	1	17	1016420	0
72359	DENVER P&DC	95663928	MAIL HANDLER	120	1	17	1016415	0
72359	DENVER P&DC	95878861	MAIL HANDLER	120	1	14	1019768	0
72359	DENVER P&DC	95832078	MAIL PROCESSING MACH	120	1	17	1019768	0
72412	DILLON PO	95646885	LABORER CUSTODIAL	166	3B	38	4477	0
72574	DURANGO PO	95768701	CARRIER (CITY)	134	2B	21	4486	1002
72574	DURANGO PO	95664324	CARRIER (CITY)	134	2B	21	4486	1010
72574	DURANGO PO	95518386	SALES,SVCS/DISTRIBUTIC	110	4	43	4486	0
72574	DURANGO PO	95556882	SALES,SVCS/DISTRIBUTIC	110	4	48	4486	0
73168	FORT COLLINS PO	95509478	CARRIER (CITY)	134	2B	21	4518	25012
73168	FORT COLLINS PO	95645249	LABORER CUSTODIAL	166	3B	38	4520	0
73168	FORT COLLINS PO	95829868	MAIL PROCESSING CLERK	110	4	45	4518	0
73168	FORT COLLINS PO	95857011	WINDOW SVC TECH	110	4	48	4518	0
73726	GOLDEN PO	95508695	CARRIER TECHNICIAN	134	2B	21	4549	1036
73834	GRAND JCT PO	95769165	CARRIER TECHNICIAN	134	2B	21	1018152	1018
73834	GRAND JCT PO	95701584	CARRIER (CITY)	134	2B	21	1018152	1019
73834	GRAND JCT PO	95723021	CARRIER (CITY)	134	2B	21	1018152	1003
75634	LONGMONT PO	95802430	CARRIER (CITY)	134	2B	21	4649	1072
75634	LONGMONT PO	95592381	CARRIER TECHNICIAN	134	2B	21	4649	1066
75634	LONGMONT PO	95587958	CARRIER TECHNICIAN	134	2B	21	4649	1094
75634	LONGMONT PO	95706457	MAIL PROCESSING CLERK	110	4	43	4650	0
75634	LONGMONT PO	95829541	SALES AND SERVICES AS	110	4	45	4649	0
75634	LONGMONT PO	95573827	MAIL PROCESSING CLERK	110	4	48	4650	0
76372	MONUMENT PO	95640583	SALES,SVCS/DISTRIBUTIC	110	4	48	4691	0
571178	BUFFALO PO	95825868	SALES AND SERVICES AS	110	4	45	41176	0
571558	CASPER PO	95765959	MAIL PROCESSING CLERK	110	1	11	41183	0
571558	CASPER PO	95619079	LABORER CUSTODIAL	166	3B	38	41184	0
571558	CASPER PO	95743041	MAIL PROCESSING CLERK	110	4	48	41183	0
571558	CASPER PO	95677804	MAIL PROCESSING CLERK	110	1	18	41183	0

FINANCE	OFFICE	JOB ID	JOB TITLE	D/A	FUNC	LDC	HGES ORG	ROUTE
571558	CASPER PO	95692707	MAIL PROCESSING CLERK	110	1	12	41183	0
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571673	CHEYENNE P&DC	95874850	MAIL PROCESSING CLERK	110	1	14	44530	0
571673	CHEYENNE P&DC	95706254	MAIL PROCESSING CLERK	110	1	18	44532	0
577600	RIVERTON PO	95733619	MAIL PROCESSING CLERK	110	4	43	41299	0
579082	TORRINGTON PO	95755892	CARRIER (CITY)	134	2B	21	41324	40001
75634	LONGMONT PO	95580725	MAIL PROCESSING CLERK	110	4	45	4650	0
579842	WORLAND PO	95720441	MAIL PROCESSING CLERK	110	4	43	41335	0
71820	COLORADO SPRINGS P	95836168	MAIL HANDLER	120	1	17	42328	0
71820	COLORADO SPRINGS P	95565098	MAIL HANDLER	120	1	17	42326	0
571673	CHEYENNE P&DC	95596657	MAIL PROCESSING CLERK	110	1	11	44532	0
571673	CHEYENNE P&DC	95655117	MAIL PROCESSING CLERK	110	1	11	44532	0
72332	DEN-BEAR VALLEY STA	95673869	CARRIER (CITY)	134	2B	21	1022058	32004
72332	DEN-BEAR VALLEY STA	95806097	CARRIER (CITY)	134	2B	21	1022058	36053
72336	DEN-GLENDALE BR	95716662	CARRIER (CITY)	134	2B	21	1022074	6036
72336	DEN-GLENDALE BR	95802813	CARRIER (CITY)	134	2B	21	1022074	6046
72338	DEN-MILE HIGH STA	95644881	CARRIER (CITY)	134	2B	21	1022055	4002
72338	DEN-MILE HIGH STA	95858289	CARRIER TECHNICIAN	134	2B	21	1022055	4046
72339	DEN-MONTBELLO STA	95716530	CARRIER (CITY)	134	2B	21	1022068	0
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72345	DEN-SOUTH DENVER S	95852013	CARRIER (CITY)	134	2B	21	1022065	23023
72351	DEN-UNIVERSITY PARK	95489150	CARRIER (CITY)	134	2B	21	1022072	10051
72351	DEN-UNIVERSITY PARK	95730442	CARRIER TECHNICIAN	134	2B	21	1022072	10001
72351	DEN-UNIVERSITY PARK	95848361	CARRIER TECHNICIAN	134	2B	21	1022072	10044
72351	DEN-UNIVERSITY PARK	95584627	CARRIER (CITY)	134	2B	21	1022072	10016
72353	DEN-WESTWOOD STA	95543573	CARRIER (CITY)	134	2B	21	1022067	19034
72353	DEN-WESTWOOD STA	95686947	CARRIER (CITY)	134	2B	21	1022067	19040
72353	DEN-WESTWOOD STA	95588209	CARRIER TECHNICIAN	134	2B	21	1022067	19052
72331	DEN-ALCOTT STA	95518404	CARRIER TECHNICIAN	134	2B	21	1022057	12043
72332	DEN-BEAR VALLEY STA	95783945	CARRIER (CITY)	134	2B	21	1022058	36054
72333	DEN-CAPITOL HILL STA	95809226	CARRIER (CITY)	134	2B	21	1022076	5064
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72333	DEN-CAPITOL HILL STA	95617303	CARRIER TECHNICIAN	134	2B	21	1022076	5045
72335	DEN-EDGEWATER BR	95821548	CARRIER TECHNICIAN	134	2B	21	1022063	14015
72335	DEN-EDGEWATER BR	95469886	CARRIER (CITY)	134	2B	21	1022063	14037
72335	DEN-EDGEWATER BR	95592666	CARRIER TECHNICIAN	134	2B	21	1022063	14055
72335	DEN-EDGEWATER BR	95633262	CARRIER (CITY)	134	2B	21	1022063	14052
72336	DEN-GLENDALE BR	95577385	CARRIER (CITY)	134	2B	21	1022074	6042
72337	DEN-LAKEWOOD BR	70271898	CARRIER (CITY)	134	2B	21	4456	0
72337	DEN-LAKEWOOD BR	95672855	CARRIER TECHNICIAN	134	2B	21	1022064	28055
72338	DEN-MILE HIGH STA	95475929	CARRIER (CITY)	134	2B	21	1022055	0
72340	DEN-MONTCLAIR STA	95802745	CARRIER (CITY)	134	2B	21	1022069	20024
72340	DEN-MONTCLAIR STA	95605527	CARRIER (CITY)	134	2B	21	1022069	20056
72340	DEN-MONTCLAIR STA	95658664	CARRIER (CITY)	134	2B	21	1022069	20063
72340	DEN-MONTCLAIR STA	95639472	CARRIER (CITY)	134	2B	21	1022069	20044
72340	DEN-MONTCLAIR STA	95619156	CARRIER TECHNICIAN	134	2B	21	1022069	30068
72341	DEN-NORTH PECOS ST	95540307	CARRIER (CITY)	134	2B	21	1022054	21032
72341	DEN-NORTH PECOS ST	95765549	CARRIER TECHNICIAN	134	2B	21	1022054	21016
72341	DEN-NORTH PECOS ST	95648652	CARRIER TECHNICIAN	134	2B	21	1022054	21003

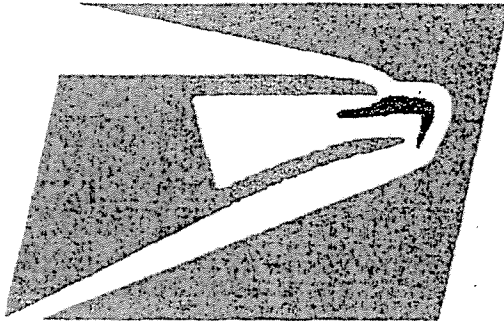
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72344	DEN-PARK HILL STA	95744865	CARRIER (CITY)	134	2B	21	1022070	7004
72345	DEN-SOUTH DENVER S	95849098	CARRIER TECHNICIAN	134	2B	21	1022065	23014
72345	DEN-SOUTH DENVER S	95836565	CARRIER TECHNICIAN	134	2B	21	1022065	23045
72346	DEN-SOUTH DENVER AI	95543522	CARRIER (CITY)	134	2B	21	1022062	9012
72346	DEN-SOUTH DENVER AI	95749640	CARRIER TECHNICIAN	134	2B	21	1022062	9036
72346	DEN-SOUTH DENVER AI	95838657	CARRIER (CITY)	134	2B	21	1022062	9034
72348	DEN-SULLIVAN STA	95631871	CARRIER TECHNICIAN	134	2B	21	1022071	0
72349	DEN-SUNNYSIDE STA	95597125	CARRIER (CITY)	134	2B	21	1022066	11013
72349	DEN-SUNNYSIDE STA	95608499	CARRIER (CITY)	134	2B	21	1022066	11045
72350	DEN-THORNTON BR	95774158	CARRIER TECHNICIAN	134	2B	21	1022051	29025
72351	DEN-UNIVERSITY PARK	95519577	CARRIER TECHNICIAN	134	2B	21	1022072	10055
72351	DEN-UNIVERSITY PARK	95542770	CARRIER (CITY)	134	2B	21	1022072	10054
72351	DEN-UNIVERSITY PARK	95573003	CARRIER (CITY)	134	2B	21	1022072	10028
72351	DEN-UNIVERSITY PARK	95656928	CARRIER (CITY)	134	2B	21	1022072	10031
72351	DEN-UNIVERSITY PARK	95833840	CARRIER TECHNICIAN	134	2B	21	1022072	10014
72351	DEN-UNIVERSITY PARK	95569804	CARRIER (CITY)	134	2B	21	1022072	10029
72351	DEN-UNIVERSITY PARK	95880348	CARRIER (CITY)	134	2B	21	1022072	10006
72352	DEN-WELLSHIRE STA	95804845	CARRIER (CITY)	134	2B	21	1022073	24061
72352	DEN-WELLSHIRE STA	95720762	CARRIER TECHNICIAN	134	2B	21	1022073	22034
72352	DEN-WELLSHIRE STA	95731517	CARRIER (CITY)	134	2B	21	1022073	24068
72352	DEN-WELLSHIRE STA	95762816	CARRIER (CITY)	134	2B	21	1022073	22003
72352	DEN-WELLSHIRE STA	95880579	CARRIER TECHNICIAN	134	2B	21	1022073	24057
72353	DEN-WESTWOOD STA	95489957	CARRIER TECHNICIAN	134	2B	21	1022067	19028
72353	DEN-WESTWOOD STA	95516291	CARRIER (CITY)	134	2B	21	1022067	19052
72353	DEN-WESTWOOD STA	95701083	CARRIER TECHNICIAN	134	2B	21	1022067	19029
72353	DEN-WESTWOOD STA	95703836	CARRIER (CITY)	134	2B	21	1022067	19042
72353	DEN-WESTWOOD STA	95764802	CARRIER TECHNICIAN	134	2B	21	1022067	19010
72353	DEN-WESTWOOD STA	70188233	CARRIER (CITY)	134	2B	21	4458	0
72353	DEN-WESTWOOD STA	95828758	CARRIER TECHNICIAN	134	2B	21	1022067	19052
72353	DEN-WESTWOOD STA	95613503	CARRIER (CITY)	134	2B	21	1022067	19055
70490	AUR-ALTURA STA	95481970	CARRIER TECHNICIAN	134	2B	21	4302	11040
70491	AUR-FLETCHER STA	95509928	CARRIER (CITY)	134	2B	21	4305	10052
70491	AUR-FLETCHER STA	95841011	SALES,SVCS/DISTRIBUTIC	110	4	48	4305	0
70883	BLD-VALMONT STA	95517986	LABORER CUSTODIAL	166	3B	38	4332	0
70883	BLD-VALMONT STA	95481184	LABORER CUSTODIAL	166	3B	38	4332	0
71811	COS-FORT CARSON BR	95623194	CARRIER (CITY)	134	2B	21	4392	2003
71812	COS-GMF STA	95532182	CARRIER (CITY)	134	2B	21	4386	0
71812	COS-GMF STA	95664456	CARRIER TECHNICIAN	134	2B	21	4386	10019
72882	ENG-GREENWOOD VILL	95635186	CARRIER (CITY)	134	2B	21	4502	11001
72883	ENG-CARRIER ANX	95678969	CARRIER TECHNICIAN	134	2B	21	4503	12031
72883	ENG-CARRIER ANX	95874854	CARRIER TECHNICIAN	134	2B	21	4503	12029
75584	LIT-KEN CARYL BR	95489385	SALES,SVCS/DISTRIBUTIC	110	4	43	4641	0
75584	LIT-KEN CARYL BR	95816878	CARRIER TECHNICIAN	134	2B	21	4641	28057
73836	GDJ-FORESIGHT CARRI	95556179	MAIL HANDLER	120	1	17	4557	0
70886	BLD-MAIN OFFICE STA	95514091	CARRIER TECHNICIAN	134	2B	21	4330	0
72884	ENG-MAIN OFFICE STA	95600211	CARRIER (CITY)	134	2B	21	4500	10002
72884	ENG-MAIN OFFICE STA	95643547	CARRIER (CITY)	134	2B	21	4500	0
72884	ENG-MAIN OFFICE STA	95722094	CARRIER (CITY)	134	2B	21	4500	13068
72884	ENG-MAIN OFFICE STA	70274548	CARRIER TECHNICIAN	134	2B	21	4500	0
72884	ENG-MAIN OFFICE STA	95813118	CARRIER (CITY)	134	2B	21	4500	0
73836	GDJ-FORESIGHT CARRI	95614253	MAIL HANDLER	120	1	17	4557	0



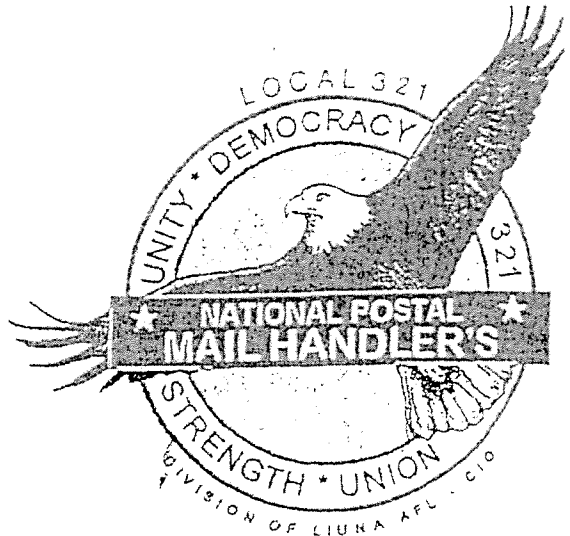
FINANCE	OFFICE	JOB ID	JOB TITLE	D/A	FUNC	LDC	HCES ORG	ROUTE
73836	GDJ-FORESIGHT CARRI	95738121	MAIL PROCESSING CLERK	110	1	11	4557	0
73836	GDJ-FORESIGHT CARRI	95801197	MAIL PROCESSING CLERK	110	1	11	4557	0
73836	GDJ-FORESIGHT CARRI	70140198	MAIL PROCESSING CLERK	110	1	11	4557	0
73836	GDJ-FORESIGHT CARRI	70140194	MAIL PROCESSING CLERK	110	1	11	4557	0
73836	GDJ-FORESIGHT CARRI	95714627	MAIL PROCESSING CLERK	110	1	11	4557	0
73836	GDJ-FORESIGHT CARRI	95830713	MAIL HANDLER	120	1	17	4557	0
71081	BRM-EAGLEVIEW STA	95494318	CARRIER (CITY)	134	2B	21	4346	21062
71806	COS-MAIN OFFICE STA	95763244	CARRIER TECHNICIAN	134	2B	21	4389	3020
71806	COS-MAIN OFFICE STA	95502438	CARRIER (CITY)	134	2B	21	4389	3024
71806	COS-MAIN OFFICE STA	95766007	CARRIER (CITY)	134	2B	21	4389	3017
71807	COS-ANTARES STA	95812740	CARRIER (CITY)	134	2B	21	4382	9005
71808	COS-BRIARGATE STA	95631953	CARRIER (CITY)	334	2B	27	4390	0
71809	COS-CHEYENNE MT ST,	95816618	CARRIER (CITY)	134	2B	21	4387	5010
71809	COS-CHEYENNE MT ST,	95878453	CARRIER TECHNICIAN	134	2B	21	4387	5061
71809	COS-CHEYENNE MT ST,	70201508	CARRIER TECHNICIAN	134	2B	21	4387	5015
71812	COS-GMF STA	95672560	CARRIER TECHNICIAN	134	2B	21	4386	16042
71812	COS-GMF STA	95757415	CARRIER (CITY)	334	2B	27	4386	0
71812	COS-GMF STA	95856397	CARRIER TECHNICIAN	134	2B	21	4386	16043
71813	COS-NORTH END STA	95664318	CARRIER (CITY)	134	2B	21	4381	7003
71813	COS-NORTH END STA	95847988	CARRIER TECHNICIAN	134	2B	21	4381	7004
71813	COS-NORTH END STA	95879081	CARRIER (CITY)	134	2B	21	4381	7035
71815	COS-TEMPLETON STA	95798778	CARRIER (CITY)	334	2B	27	4383	0
75584	LIT-KEN CARYL BR	95854182	SALES,SVCS/DISTRIBUTIO	110	4	45	4641	0
75707	LOV-VALENTINE STA	95624114	CARRIER TECHNICIAN	134	2B	21	4659	37002
75707	LOV-VALENTINE STA	95819913	CARRIER (CITY)	134	2B	21	4659	0
72369	DENVER MP/ANX	95501509	MAIL HANDLER	120	1	13	1019120	0
72369	DENVER MP/ANX	95610327	MAIL HANDLER	120	1	17	1019120	0
72369	DENVER MP/ANX	95860359	MAIL HANDLER	120	1	17	1019120	0
72369	DENVER MP/ANX	95591942	MAIL HANDLER	120	1	17	1019120	0



U.S.P.S.



Littleton Colorado



LOCAL MEMORANDUM OF UNDERSTANDING FOR LITTLETON COLORADO

Between

UNITED STATES POSTAL SERVICE

And

NATIONAL POSTAL MAIL HANDLERS UNION
LOCAL 321

November 21, 2000 TO NOVEMBER 20, 2004

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Item A - Additional or longer wash-up periods.

All mail handler craft employees shall be granted two five-minute wash-up periods, one before lunch and one prior to the end of tour, in accordance with Article 8, Section 9.

Item B - Guidelines for the curtailment or termination of postal operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions.

1. In the event of an emergency officially declared by a federal, state or local authority because of flood, storm, or other extreme environmental condition, management officials, after discussion with the representative of Local 321, will determine the severity of the condition as it affects Postal employees and will decide the necessity of granting administrative leave as outlined in ELM 519.21 and 519.22.

2. In the event of bomb threats or scare, tornado warnings, riots, and/or any other emergency:

a. Management instructions on "Emergency Action Plan" will be centrally posted for review by all employees.

b. In the event of any policy changes as to emergency condition actions, management will notify the union official on the respective tour of such changes.

c. Off-duty employees are instructed to monitor radio station KOA 850 AM and/or television station KCNC CHANNEL 4 for official information of the Littleton Co. operational status.

d. Management will notify on-duty employees of emergency situations via intercom, PA system, telephone and/or in person.

Item C - Formulation of local leave program.

1. It shall be the responsibility of each employee to plan his or her vacation period in accordance with his or her desires within the procedures established in the local and national agreements.
2. No employee shall be required to bid vacation which would bring his or her balance below 440 hours. There shall be no exchange of vacation periods between employees. Bidding for the choice vacation periods will commence during the first week after January 1 and be completed by February 15. Employees will have 72 hours to submit their bid from the time of initial contact. An employee will bid their scheduled vacation in the pay location they are assigned on that first Saturday of the first full week after New Year's Day. Bidding will be done on form provided. Bid is carried with employee regardless of assignment or tour.
3. Periods of leave of less than four (4) days duration may not be part of the vacation bidding as outlined in the national agreement. It is understood that for weeks other than holiday weeks, periods of less than 5 days duration may not be part of the vacation bidding.
4. For leave purposes, vacation bidding will be installation-wide.
5. Choice vacation selection shall be by seniority as defined in C4.a. through C4.d above.
6. Completion of the vacation schedule shall be performed and posted by the supervisor by February 22. The completed vacation schedule will be reviewed with the union steward assigned to the area.
7. When an employee is separated or is otherwise unable to take his/her approved vacation period and notifies his/her supervisor a minimum of fourteen (14) calendar days in advance, the vacated period will be posted within 72 hours for a period of seven (7) calendar days. The choice time shall be offered on the basis of seniority starting with the first person below the one who gives up the time. If no bids are received below the mail handler vacating the period, bidding will revert to the top of the seniority list.
8. On management's determination of low mail volume days and when management encourages or offers annual leave to mail handlers, the mail handler will have the option of LWOP or annual leave.
9. An employee request for leave to attend Local 321 meetings will not be unreasonably denied provided that this request for such leave has been submitted to the immediate supervisor at least three (3) days in advance of the union meeting and provided that approval of such request will conform to the requirements of ELM 510.

Item D - The duration of the choice vacation period.

The duration of the choice vacation period shall be from the first Saturday in February through the last full week in November.

Item E - The determination of the beginning day of an employee's vacation period.

1. The beginning day of an employee's vacation period will be the first scheduled workday after his/her regular non-scheduled days. Exceptions may be in accordance with Article 10.3E. (Employees at their request will be allowed to waive overtime on their non-scheduled days immediately prior to their bid vacation.)
2. Based on the above, vacation schedules will be developed based on a 365 day calendar and not on an entire mark out of weeks which part of a bid fall within. Example: If an employee is off on Tuesday and Wednesday then the employee's bid is Thursday through Thursday. The period from Tuesday through Thursday will be the only portion of the vacation schedule which will be blocked out.
3. Approval of requests which create an overlap beyond the allowable amount off, will be at the discretion of management.

Item F - Whether employees at their option may request two selections during the choice vacation period, in units of either 5 or 10 days.

1. Employees at their option may request two (2) selections during the choice vacation period not to exceed their maximum entitlement of ten (10) or fifteen (15) days.
2. Employees who earn thirteen (13) days of annual leave are entitled to either one selection of ten (10) continuous days or two selections of five (5) days each.
3. Employees who earn twenty (20) or twenty-six (26) days of annual leave are entitled to either one selection of fifteen (15) continuous days or two selections, one of ten (10) days and one of five (5) days.
4. Employees will not be allowed to exercise their second choice until all employees in the section have had an opportunity to exercise their first choice.

Item G - Whether jury duty and attendance at national or state conventions shall be charged to the choice vacation period.

1. An employee who is called for jury duty during his/her scheduled choice vacation period shall receive an equivalent new period up to fifteen (15) days provided such a period is available and does not deprive any other employee of his/her first choice for scheduled vacation.
2. Attendance at national or state conventions by stewards or delegates shall not be charged to the choice vacation entitlement of the employees involved. Such leave, however, could be considered part of the total choice vacation plan for the section. If the request for leave is submitted after the choice vacation schedule has been established, the employer must make every effort to grant such leave.

Item H - Determination of the maximum percentage of employees who shall receive leave each week during the choice vacation period.

The maximum number of employees who may receive leave during each week of the choice period defined in Item D will be 2.

Item I - The issuance of official notice to each employee of the vacation schedule approved for such employee.

Each employee will be notified of the vacation schedule approved for him/her by February 22. This will be accomplished through the use of a duplicate of the form provided as defined under Item C.2. The completed vacation schedule will be posted in each unit by February 22.

Item J - Determination of the date and means of notifying employees of the beginning of new leave year.

Notification of the date for the beginning of the new leave year shall be posted on all official bulletin boards no later than November 1.

Item K - The procedures for submission of applications for annual leave other than the choice vacation period.

Order of events for employees requesting leave other than bid annual leave:

1. Employee submits PS form 3971 in duplicate to his/her supervisor in person.
2. Supervisor will initial, post time and date on both copies of PS form 3971.
3. Duplicate PS form 3971 is returned to employee.
4. Management must render a decision on the leave request within 72 hours of the time initialed by the supervisor.
5. For leave requests within the next 72 hours, employee must submit PS form 3971 to immediate supervisor in duplicate at least four (4) hours before normal end of tour.
 - a) Response will be made within four (4) hours.
 - b) Response will be made on a first-come, first-serve basis.
6. It is understood between the parties that failure of management to render a decision within the above-defined time limits does not constitute automatic approval of the leave requested.

Item L - Whether "overtime desired" lists in article 8 shall be by section and/or tour.

1. Mail Handlers' Overtime Desired list will be prepared consistent with Article 8.5 of the National Agreement for each facility within Littleton Post Office where Mail Handler positions/work exist regardless of the number of Mail Handlers in that facility.
2. Opportunities or requirements for overtime shall be as follows:
 - a) Employees within that facility who have signed the Overtime Desired List in that facility, on a rotating basis, in order of seniority. (Article 8.5C)
 - b) Employees from other facilities who signed the Overtime
 - c) Desired List, by seniority within the Littleton Post
 - d) Office.
 - e) Employees within that facility who have not signed the Overtime Desired List, on a rotating basis, by Juniority.
 - f) Employees from other facilities who have not signed the Overtime Desired List, on a rotating basis by Juniority within the Littleton Post Office.
3. Management will give notification to all employees of overtime requirements at least 60 minutes before end of tour.

Item M - The number of light-duty assignments to be reserved for temporary or permanent light-duty assignments.

Maximum effort will be made to find light duty assignments for ill or injured employees installation wide. This is based upon all provisions of Article 13 being applicable.

Item N - Method to be used in reserving light-duty assignments so that no regularly assigned member of the regular work force is affected.

1. When an employee qualifies for temporary or permanent light-duty assignment and is unable to perform all or part of his/her regular duties, then first consideration shall be given to those light-duty functions performed in the course of his/her regular assignment, which the employee can still perform with his/her specific light-duty limitations.
2. In determining what specific duties comprise an employee's light-duty assignment, the employee shall not be limited to his/her bid section and such duties may include those functions delineated in Item O.

Item O - The identification of assignments that are to be considered light duty.

The identification of elements of an assignment which may be combined into a full assignment and may be considered in determining the availability of a permanent and/or temporary light-duty assignment may consist of, but is not limited to, the following areas:

- a) Jobs within an employee's bid assignment.
- b) Other mail handler duties listed in RI -399.
- c) Any other craft assignment in accordance with Article 13.4 A.

Item P - The identification of assignments comprising a section, when it is proposed to reassign within an installation, employees excess to the needs of a section.

1. Tour 1
2. Tour 2
3. Tour 3

Item Q - The assignment of employee parking spaces.

Parking will be handled on a first come first serve basis. Management will provide adequate parking for all employees.

Item R - The determination as to whether annual leave to attend Union activities requested prior to determination of the choice vacation schedule is to be part of the total choice vacation plan.

Annual leave to attend union activities requested prior to determination of choice vacation schedule shall not be charged to the choice vacation plan.

Item S - Those other items which are subject to local negotiations as provided for in the following Articles:

ARTICLE 12.3B5: In accordance with Article 12.3B7

ARTICLE 12.3C: Posting and bidding for preferred duty assignments shall be installation wide by seniority.

ARTICLE 12.3E3e: The order of movement of full-time regular mail handler employees outside their bid assignment area for temporary reassignment will be as follows:
Full-time regulars on overtime, voluntary by seniority, mandatory by juniority.
Full-time regulars, voluntary by seniority, mandatory by juniority.
Return to the bid assignment will be same priority.

ARTICLE 12.4: See Item P.

ARTICLE 12.6C4a: See Item P.

ARTICLE 13.3: See Item M, N, O.

Item T - Local implementation of this Agreement relating to seniority, reassignments and posting.

1. Management will meet with the union designee prior to posting on all vacant positions which are to be changed.
2. Each job bid will be on Form 1717 and deposited in the mail handlers' bid box located by the time clock. After the job bid has closed, management and a designated Mail Handler Union representative will remove, count, and verify the bids. Management will award such bids to the senior eligible bidder.
3. Bids may be withdrawn or cancelled by placing a written notice reflecting such a desire in the bid box prior to the closing of the posting.
4. Employees on leave shall be notified of any vacancies if they identify the time frame they will be gone and provide a self-addressed penalty envelope to the PostMaster for use in sending the notification.
5. For bids awarded during the month of December, employees shall be placed in the new assignment no later than January 15.
6. When no bids are received for a posted position, the employée who has been unassigned the longest and who is a full-time regular possessing the requirements for that position shall be assigned. Preference shall be considered if more than one such position is available, by the dictates of seniority of those affected.
7. The union under normal conditions shall be provided with an updated seniority roster no later than 15 calendar days after the beginning of each new calendar quarter.
8. The union will be provided with a copy of all bid-related notices.
9. Tours will be defined as follows:
 - TOUR 1 08:00pm - 03:59am
 - TOUR 2 04:00am - 11:59am
 - TOUR 3 12:00 noon - 07:59pm

MEMORANDUM OF UNDERSTANDING
(Signatory Page)

This Memorandum of Understanding is entered into on October 22, 2002, at Littleton Colorado, between the representatives of the United States Postal Service, and the designated agent of the National Postal Mail Handlers Union, a Division of the Laborers' International Union of North America, AFL-CIO, pursuant to the Local Implementation Article of the 1994 National Agreement. This Memorandum of Understanding constitutes the entire agreement on matters relating to local conditions of employment.


United States Postal Service
Installation Designee


National Postal Mail Handlers Union
Local 321