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 AUG 07 2009  
 WESTERN REGION  
 COORDINATOR

August 5, 2009

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

SUBJECT: Notice of Impacts in COWY District

Dear Mr. Ross,

This letter is with regard to the workload reductions in the Longmont, CO Post Office. In order to minimize impact due to the workload reductions we are authorizing the withholding of one (2) residual vacancy at the same or lower level in surrounding installations within COWY 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 COWY  
 Manager Human Resources COWY  
 Manager Labor Relations COWY  
 APWU Regional Director (Gonzalez)

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

Withholding Info  
 Staffing Issue(s)  
 Status Update  
 Grievance Administration

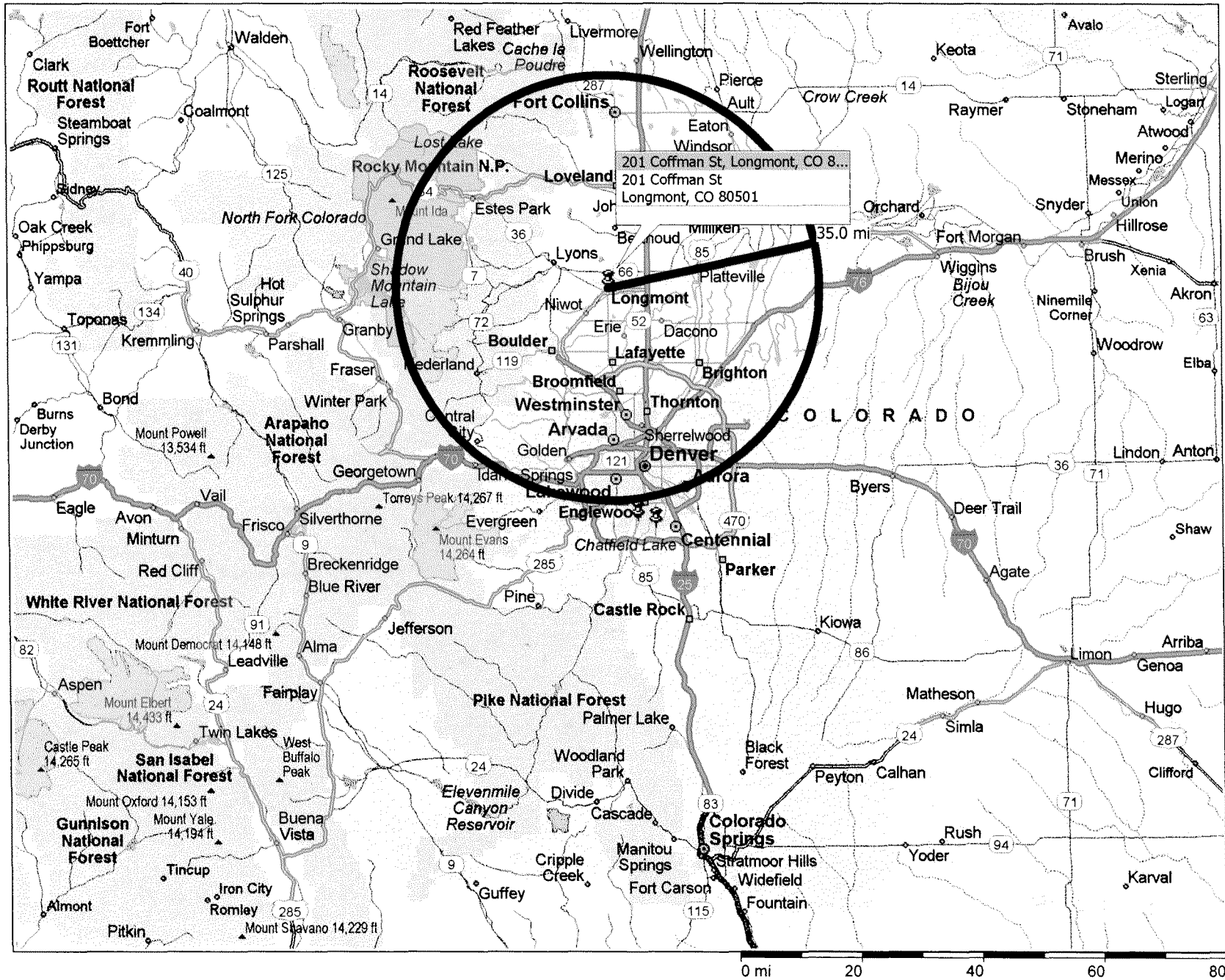
Please review, take action  
 and reduce issues to writ-

ing  
 Comments

Omar M. Gonzalez, Coordinator

FINAN	OFFICE	LAST	FIRST	JOB TITLE	D/A	FU	LDC	SEN DATE	VET PREF
75634	LONGMONT PO	WHITE	ROBERT	MAIL HANDLER	120	4	43	8/29/1998	Y
75634	LONGMONT PO	BELMONT	WAYNE	MAIL HANDLER	420	4	43	8/4/2007	N
75634	LONGMONT PO	DILLON JR	JOHN	MAIL HANDLER	120	4	43	10/11/1997	N
75634	LONGMONT PO	MUNOZ	ENRIQUE	MAIL HANDLER	120	4	43	7/15/2000	N
75634	LONGMONT PO	MAHAFFEY	MICHAEL	MAIL HANDLER	120	4	43	2/12/2000	Y
75634	LONGMONT PO	DEFALCO	FRANK	MAIL HANDLER	120	4	43	11/27/1993	N
75634	LONGMONT PO	ECKHARDT	LEWIS	MAIL HANDLER	120	4	43	1/21/2006	Y
75634	LONGMONT PO	ANTHONY	KERRY	MAIL HANDLER	420	4	43	11/25/2006	N

# Lakewood, Colorado, United States



## WorkHour Impact Report

Impacted Bid Cluster	LONGMONT 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	B	C	D	E	F	G
	Current Average Weekly Hrs	Planned Weekly Hrs	Weekly Hrs Savings	Monthly Savings	Annual Work Hours Savings	Annual FTE Savings	Current FTE Yearly Hr Rate
Total	290	218	-72	-288	-3744	-2	1872

## 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	48	16.6%	-18	0		30	13.8%

# 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	2
b. Current Total Non-OverTime MAIL HANDLER PTFs Hours per Month	296
c. Planned Reduction in Total Non-OverTime MAIL HANDLER PTFs Hours per Month	0
d. Number of MAIL HANDLER PTFs that will have Reduced Hours	0
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	0
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	NO
MAIL HANDLER PTRs	0
e. Provide Narrative Explaining need for Excessing	
NA	

## Full Time Regular (FTRs)

a. Current Number of MAIL HANDLER FTRs on Rolls	6
b. Planned Number of MAIL HANDLER FTR Positions After Impact	4
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	

Mail volume down 13.35% to SPLY, mail handler reviews conducted 3/23 - 4/2/09, mail handlers are limited in the work they can perform

## WorkHour Impact Report-MAIL HANDLER

### Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-288
b. Planned Reduction in Total OT Hours per Month	-72
c. Planned Reduction in Casual Non-OT Hours per Month	0
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	872
f. Total FTE Savings	-2

Description	-----Act Ddays 6 Sply Ddays 6-----				-----Act Ddays 14 Sply Ddays 15-----				----- Act Ddays 240 Sply Ddays 242-----			
	Act/Plan 07-11-2009 - 07-17-2009		SPLY 07-12-2008 - 07-18-2008		Act/Plan 07-01-2009 - 07-17-2009		SPLY 07-01-2008 - 07-18-2008		Act/Plan 10-01-2008 - 07-17-2009		SPLY 10-01-2007 - 07-18-2008	
	***** Current Week *****				***** Month to Date *****				***** Year to Date *****			
	Actual	Plan	%Plan	%SPLY	Actual MTD	Plan MTD	%P MTD	%S MTD	Actual YTD	Plan YTD	%P YTD	%S YTD
D/S SUPERVISOR	297	319	-6.9	-2.9	699	746	-6.3	-20.8	14,296	13,152	8.7	-3.5
CITY CARRIER HRS	2,231	2,073	7.6	-1.4	5,175	4,853	6.6	-8.5	93,615	85,566	9.4	-4.2
RURAL CARRIERS	1,992	1,888	5.5	-1.2	4,682	4,365	7.3	-8.2	83,001	80,263	3.4	-3.7
TOTAL D/S HRS	4,520	4,284	5.5	-1.4	10,556	9,973	5.8	-9.4	190,930	179,135	6.6	-4.7
FN2 OT RATIO	5.64	5.67	-0.5	-34.5	4.63	5.93	-21.8	-41.9	6.22	6.52	-4.5	-21.6
TOTAL PLNT & EQUIP	358	423	-15.4	-0.3	811	1,043	-22.2	-10.2	14,833	17,860	-16.9	-7.6
C/S CLERK/MH HRS	1,969	1,875	5.0	-4.3	4,578	4,487	2.0	-11.0	82,673	81,302	1.7	-12.4
TOTAL C/S HRS	1,973	1,875	5.2	-4.1	4,582	4,487	2.1	-11.0	82,812	81,406	1.7	-13.1
FN4 OT RATIO	7.25	8.05	-10.0	-52.0	7.49	8.27	-9.5	-48.8	11.81	9.06	30.4	-21.3
TOT MKTNG & COMM HRS	63	76	-17.1	-18.2	166	177	-6.2	-8.8	2,111	3,057	-30.9	-21.0
ADMIN TOTAL	40	36	11.1	0.0	96	92	4.3	0.0	1,452	1,479	-1.8	-5.3
TRAINING (NON-ADD)	4	0	0.0	0.0	4	0	0.0	-50.0	268	104	157.7	-88.7
TOTAL HOURS	6,954	6,694	3.9	-1.8	16,211	15,772	2.8	-9.3	292,138	282,937	3.3	-7.5
TOTAL SAL/BEN	263,820	253,442	4.1	-0.3	629,096	608,771	3.3	-6.8	11,129,385	10,820,074	2.9	-3.2
TOTAL REVENUE	131,445	0	0.0	-19.7	304,397	0	0.0	-29.1	6,169,822	0	0.0	-30.0
TOTAL OT RATIO	5.77	6.18	-6.8	-43.7	5.21	6.39	-18.4	-45.7	7.51	7.07	6.3	-22.4
TOTAL SL RATIO	4.27	3.70	15.3	-16.5	3.80	3.63	4.8	1.1	3.54	4.00	-11.5	-2.8
CITY CARR DPS	347,560	372,349	-6.7	-13.8	795,335	882,314	-9.9	-19.2	15,315,149	16,622,768	-7.9	-11.7
DPS % - DPS OFFICES	89.57	91.82	-2.4	2.2	90.52	91.36	-0.9	2.8	89.83	91.08	-1.4	0.7
TOT CASED VOL	180,850	190,999	-5.3	-13.8	384,964	462,749	-16.8	-28.3	8,467,520	8,939,184	-5.3	-18.0
TOT CDV PIECE	549,825	577,153	-4.7	-14.2	1,218,002	1,374,629	-11.4	-23.6	25,149,751	26,624,730	-5.5	-14.1
POSS DEL	25,140	25,132	0.0	0.0	25,140	25,132	0.0	0.0	25,145	25,132	0.1	-0.0
RURAL BOXES	23,959	24,371	-1.7	1.5	23,960	24,359	-1.6	1.5	23,890	24,069	-0.7	1.8
CITY DEL PER ROUTE	523.8	512.9	2.1	2.1	523.8	512.9	2.1	2.1	523.0	512.9	2.0	1.9
OFFICE EFF INDICATOR	232.06	234.51	-1.0	1.4	241.56	233.63	3.4	7.2	210.82	227.16	-7.2	6.2
STREET EFF IND	98.85	110.88	-10.8	0.8	98.75	110.51	-10.6	0.2	97.02	107.41	-9.7	2.4
DELIVERIES PER HOUR	67.61	72.60	-6.9	1.4	68.01	72.37	-6.0	2.2	64.45	70.36	-8.4	5.1
F2 CPD	0.5650	0.5199	8.7	1.7	0.5746	0.5353	7.3	0.8	0.5939	0.5565	6.7	-1.0
PACKAGES	59,587	36,868	61.6	10.5	130,705	93,069	40.4	8.3	2,555,636	2,179,475	17.3	-1.2
C/S A/M VOLUME	4,656,657	4,807,225	-3.1	1.8	10,564,799	12,159,156	-13.1	-10.6	186,778,294	212,329,330	-12.0	-15.0
CUST SVC VOL	288,789	255,963	12.8	-0.2	679,628	649,105	4.7	-6.6	11,820,631	12,050,674	-1.9	-13.4
OSHA INJ/ILL FREQ	0.00	0.00	0.0	0.0	0.00	0.00	0.0	0.0	2.05	0.00	0.0	-35.1
VEH ACC TOTAL	0	0	0.0	0.0	0	0	0.0	0.0	1	0	0.0	-50.0

## Longmont MH Seniority Roster

### Full Time Mail Handlers

1. DeFalco, Frank	11-27-1993
2. Dillon, John C	10-11-1997
3. White, Robert	08-29-1998
4. Mahaffey, Michael A	02-12-2000
5. Munoz, Henry	07-15-2000
6. Eckhardt, Lewis A	01-21-2006

### PTF Mailhandlers

Anthony, Kerri	11-25-2006
Belmont, Wayne	08-04-2007

**COWY WITHHELD POSITIONS**

FINANCE	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

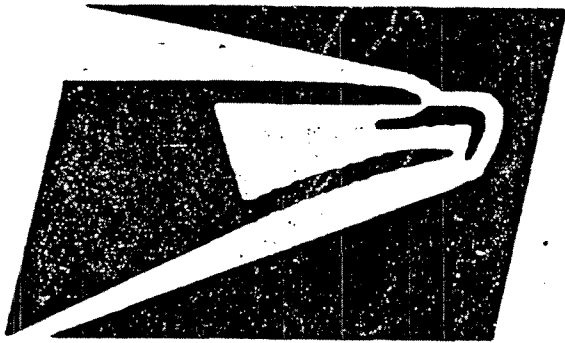
FINANCE	OFFICE	JOB ID	JOB TITLE	D/A	FUNC	LDC	HCES ORG	ROUTE
571558	CASPER PO	95692707	MAIL PROCESSING CLERK	110	1	12	41183	0
571558	CASPER PO	95561162	LABORER CUSTODIAL	166	3B	38	41184	0
571673	CHEYENNE P&DC	95874850	MAIL PROCESSING CLERK	110	1	14	44530	0
571673	CHEYENNE P&DC	95706254	MAIL PROCESSING 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
72344	DEN-PARK HILL STA	95717022	CARRIER TECHNICIAN	134	2B	21	1022070	7033
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
72333	DEN-CAPITOL HILL STA	95811907	CARRIER (CITY)	134	2B	21	1022076	0
72333	DEN-CAPITOL HILL STA	95512709	CARRIER TECHNICIAN	134	2B	21	1022076	18002
72333	DEN-CAPITOL HILL STA	95519189	CARRIER (CITY)	134	2B	21	1022076	0
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

FINANCE	OFFICE	JOB ID	JOB TITLE	D/A	FUNC	LDC	HCES ORG	ROUTE
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 A	95543522	CARRIER (CITY)	134	2B	21	1022062	9012
72346	DEN-SOUTH DENVER A	95749640	CARRIER TECHNICIAN	134	2B	21	1022062	9036
72346	DEN-SOUTH DENVER A	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 CARR	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 CARR	95614253	MAIL HANDLER	120	1	17	4557	0

FINANCE	OFFICE	JOB ID	JOB TITLE	D/A	FUNC	LDC	HCES ORG	ROUTE
73836	GDJ-FORESIGHT CARR	95738121	MAIL PROCESSING CLERK	110	1	11	4557	0
73836	GDJ-FORESIGHT CARR	95801197	MAIL PROCESSING CLERK	110	1	11	4557	0
73836	GDJ-FORESIGHT CARR	70140198	MAIL PROCESSING CLERK	110	1	11	4557	0
73836	GDJ-FORESIGHT CARR	70140194	MAIL PROCESSING CLERK	110	1	11	4557	0
73836	GDJ-FORESIGHT CARR	95714627	MAIL PROCESSING CLERK	110	1	11	4557	0
73836	GDJ-FORESIGHT CARR	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/DISTRIBUTIC	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

LONGMONT DISTRIBUTION FEB 05 1997  
SUPERVISORS: FAIT GENDREIZIG  
TARVER WAINWRIGHT SCHANTZ  
ARDIA Jemello -

U.S.P.S.



# LOCAL MEMORANDUM OF UNDERSTANDING FOR LONGMONT COLORADO

Between

UNITED STATES POSTAL SERVICE

And

NATIONAL POSTAL MAIL HANDLERS UNION  
LOCAL 321

NOVEMBER 4, 1996 TO NOVEMBER 20, 1998



201 Coffman Street  
Longmont, CO 80501-9998

DATE: January 15, 1998

SUB: *AL/ Mail Handlers*

TO: Supervisors, Customer Service - Bruce Wainwright  
Ernie Jemello  
Bob Ardia  
Marvin Kozak (Acting)

There will be a maximum of two mail handlers off per week, no more than one per tour.

You will not approve AL for the mail handlers in December, January through the second week of February. This has been causing problems. This is in the local MOU.

Incidental leave may be approved, depending on the needs of the service in December and January. (One day or part of a day.)

A handwritten signature in black ink, appearing to read "Joe McGeehan, Jr.", written over a horizontal line.

Joseph W. McGeehan, Jr.  
Postmaster  
Longmont, CO 80501-9998

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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.

**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 consultation 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 Condition Actions" 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 and/or television station channel 4 for official information of the Longmont 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 3971. 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.
4. For leave purposes the following sections will apply as bidding sections and tours:
  - a) Tour 1 (all jobs with start times between 08:00pm - 03:59am)
  - b) Tour 2 (all jobs with start times between 04:00am - 11:59am)
  - c) Tour 3 (all jobs with start times between 12:00noon - 07:59pm)
5. Choice vacation selection shall be by seniority as defined in C4.a. through C4.c. 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 second Saturday in February through November 30th.

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

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.)

**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.**

Two Mail Handlers will be allowed off in each annual leave week during the choice period. No more than one Mail Handler may be from a given tour at the time of the bidding.

**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 form 3971. 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.**

All applications for leave other than bid annual shall be submitted directly to the employee's supervisor who shall respond within 48 hours after receipt of the leave request. If no decision is rendered within 48 hours the leave shall be considered approved.

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

1. Overtime desired list will be by tour.
2. When signing the quarterly overtime desired list, employees will have the option of signing up for daily overtime and/or non scheduled day overtime. Overtime will be distributed on a rotating basis, beginning with the senior employee. Separate rotations will be kept for daily and non-scheduled day overtime.
3. Prior to mandating of non-volunteers, management will maximize all employee on the OTDL regardless of their preference under #2 above.
4. The employer will give 1 hour advanced notice when overtime is required, except in emergency situations.

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

When an employee requests a light duty assignment, management and the Union will meet to determine the availability of such assignments and will work to ensure that such assignments meet the employee's needs.

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

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

1. Facing mail
2. Distribution
3. Sweeping letter and flat cases
4. Canceling mail
5. Other craft work consistent with the employee's medical restrictions.

**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.**

- a) Tour 1 (all jobs with start times between 08:00pm - 03:59am)
- b) Tour 2 (all jobs with start times between 04:00am - 11:59am )
- c) Tour 3 (all jobs with start times between 12:00noon - 07:59pm)

**Item Q: The assignment of employee parking spaces.**

Parking will be handled on a first come first serve basis.

**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 can 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:**

1. ARTICLE 12.3B5: In accordance with Article 12.3B7
2. ARTICLE 12.3C: Posting and bidding for preferred duty assignments shall be installation-wide by seniority. For assignments within a section as defined in Item P.
3. 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:
  - a) Full-time regulars on overtime, mandatory by juniority, voluntary by seniority.
  - b) Full-time regulars mandatory by juniority, voluntary by seniority.
  - c) Return to the bid assignment will be same priority.
4. ARTICLE 12.4: See Item P.
5. ARTICLE 12.6C4a: See Item P.
6. ARTICLE 13.3: See Item M, N, O.

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

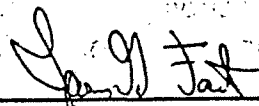
1. Management will meet with the union designee prior to posting on all vacant positions which are to be changed.
2. Each job bid will be on Form 1717 and deposited in the mail handlers' bid box located by the Mail Handlers bulletin board. After the job bid has closed, management and a designated union 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 Form 1717 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 senior unassigned, full-time regular employee possessing 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. For the purpose of temporary detail to higher level positions within the craft, the sections in Item P will apply.
8. 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.
9. The union will be provided with a copy of all bid-related notices.

**MEMORANDUM OF UNDERSTANDING**  
**(Signatory Page)**

This Memorandum of Understanding is entered into on November 4, 1996, at Longmont 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.



National Postal Mail Handlers Union  
Local 321



United States Postal Service  
Installation Designee