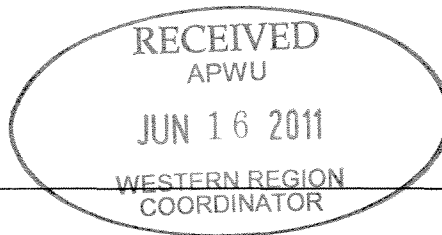


MANAGER, LABOR RELATIONS
PACIFIC AREA



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

June 14, 2011

DEL CON: _____

Omar Gonzalez
Western Regional Coordinator, APWU
1350 Old Bayshore HWY. Suite 360
Burlingame, CA 94010

Omar M. Gonzalez, Coordinator

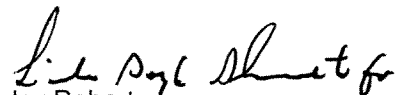
This is to advise you of the intent of the San Francisco District to utilize the provisions of Article 12.5.C.5 of the National Agreement to involuntarily reassign three (3) full-time regular Laborer Custodians from the Burlingame bid cluster based on the transfer of delivery and some distribution from to the NPDDC facility (Event 26884).

The impacted employees will be notified of their reassignments by separate letter. The placement process would not normally start before December 15, 2011; however, it may be necessary to begin to migrate the impacted employees sooner than that date based on the loss of workload and the financials of the Postal Service nationwide. It may also be necessary to utilize the provisions of Article 7.2.B of the National Agreement to detail the impacted employees during the notice period to provide them with a work opportunity.

By copy of this notice, we are authorizing the withholding of three (3) full-time residual assignments in the custodial and/or mail handler crafts at offices and plants within a 50 mile radius of the Burlingame Bid Cluster.

Attached for your review are copies of the automated impact statement (AIR), the operational data supporting the excessing, a list of the sites where withholding is authorized and the names of the impacted junior part-time regular laborer custodial.

Please add this impact to the agenda for the next meeting.


Jay Roberts
Manager, Labor Relations/A

Attachments

- cc: Area Manager, Operations Support
- Area Manager, Finance
- Area, Manager, Human Resources
- District Manager, San Francisco
- Area Complement Coordinator with attachments
- Manager, Human Resources, San Francisco with attachments
- District Complement Coordinator with attachments
- R. Siu – NPMHU with attachments
- HRA 1 with attachments
- File Copy with attachments

WorkHour Impact Report

Impacted Bid Cluster	BURLINGAME POST OFFICE
Installation Address	
Area Name	PACIFIC
Impact Type	Reduction Other Than by Attrition
Date of Impact	11/26/2011
Period (Dates) of Review Performed	05/08/2010 thru 05/13/2011
Report Prepared By	Jose Nuno
Report Prepared Date	06/14/2011
Reviewed By	John Bertolina
Phone	(415) 550-5638

WorkHour Impact Report

Craft = MAINTENANCE

	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	140	34	-106	-424	-5512	-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	0	0%	0	0		0	0%

WorkHour Impact Report

Casuals

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

There are no casuals in the maintenance craft.

Part Time Flexible (PTFs)

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

PTFs are not allowed in the maintenance craft.

Transitional Employees (TEs)

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

TEs are not authorized in the maintenance craft.

WorkHour Impact Report

Part Time Regular (PTRs)

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

Full Time Regular (FTRs)

a. Current Number of MAINTENANCE FTRs on Rolls	4
b. Planned Number of MAINTENANCE FTR Positions After Impact	1
c. Estimated Number of MAINTENANCE FTR Attrition	0
d. Will there be any MAINTENANCE FTRs Excessed from Craft or Installation	YES
If Yes how Many MAINTENANCE FTRs	3
e. Provide Narrative Explaining need for Excessing	
Due to the transfer of operations from the Burlingame Main Office into the NPDDC, it will be necessary to excess 3 FT custodians from the installation.	

WorkHour Impact Report-MAINTENANCE

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-424
b. Planned Reduction in Total OT Hours per Month	0
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	136
f. Total FTE Savings	-3

U.S. POSTAL SERVICE
BUILDING INVENTORY

LOCATION/FACILITY
HALF MOON BAY MAIN

POST OFFICE
500 STONE PINE RD
CA, 94019-9998

DATE April 21, 2011 3:32 PM

COMPLETED BY BONNIE NOBLE

ROOM/LOCATION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	TOILET / FIXTURE / FLIGHTS	LIGHT FIXTURES (TYPE)			VENTIAN BLINDS	GLASS		CASES		FLOOR SQ. FT. (TYPE)			MISC. CR=CERAMIC FLOOR DE=DECORE METAL TZ=TERRAZZO PB=PO BOX HS=SHRUBS&HEDGS PD=PIPES&DUCTS WS=CERAMIC WALLS OP=OTHER PIPES&DUCTS
					SUSP. FLUOR.	INCAN-DESCENT	RECESSED FLUOR.		INTER. SQ.FT.	EXTER. SQ.FT.	CARRIER	OTHER	RESIL-IENT	CARPET	CONCRET	
101	SELF SERVE AND BOX LOBBY	SERVICE/BOX LOBBY	1457				16			1792						CR 1457 PB 1587
102	SERVICE LOBBY	SERVICE/BOX LOBBY	710				12	13	218	960						CR 710
103	POSTMASTERS OFFICE	OFFICE SPACE	181				4	3		128				181		
104	POS OFFICE	OFFICE SPACE	47			3							47			
105	SUPPLIES	ACTIVE STORAGE AREA	89			2							89			
107	VESTIBULE	CORRIDOR	189			3							189			
108	BULK MAIL	OFFICE SPACE	130				4		18					130		
110	GENERAL STORAGE	ACTIVE STORAGE AREA	152			2							152			
111	BUILD AND GROUNDS	ACTIVE STORAGE AREA	105				2								105	
112	MENS RESTROOM	WORKROOM TOILET	100	4	2	1	2									CR 100 WS 47
113	MENS LOCKER ROOM	LOCKER ROOM	117		2								117			

PS FORM - 4869 - Aug 1982

3277 4 14 1 40 16 236 2880 0 0 594 311 105

BUILDING INVENTORY

HALF MOON BAY MAIN

500 STONE PINE RD
CA, 94019-9998

COMPLETED BY BONNIE NOBLE

ROOM/LOCATION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	TOILET FIXTURE / FLIGHTS	LIGHT FIXTURES (TYPE)			VENE- TIAN BLINDS	GLASS		CASES		FLOOR SQ. FT. (TYPE)			MISC. CR=CERAMIC FLOOR DE=DECORE METAL TZ=TERRAZZO PB=PO BOX HS=SHRUBS&HEDGS PD=PIPES&DUCTS WS=CERAMIC WALLS OP=OTHER PIPES&DUCTS
					SUSP. FLUOR.	INCAN- DESCENT	RECESSED FLUOR.		INTER. SQ.FT.	EXTER. SQ.FT.	CARRIER	OTHER	RESIL- IENT	CARPET	CONCRET	
114	VESTIBULE	CORRIDOR	90		2								90			
115	JANITOR CLOSET	JANITOR'S CLOSET	149				2						149			
116	WOMENS RESTROOM	WORKROOM TOILET	100	3	2	1										CR 100 WS 48
117	WOMENS LOCKERROOM	LOCKER ROOM	167		4								167			
118	LUNCH ROOM	LUNCH/SWING ROOM	366				4		40				366			
119	NW WORKROOM	WORKROOM	1480		35						43	5	1480			
120	NE WORKROOM	WORKROOM	1480		34							3	1480			
121	SE WORKROOM	WORKROOM	1480		35								1480			
122	SW WORKROOM	WORKROOM	1480		35								1480			
123	BEHIND RETAIL AREA	WORKROOM	1550				13						1550			
124	CORRIDOR BEHIND COUNTER	CORRIDOR	362				7						362			

PS FORM - 4869 - Aug 1982

8704

3

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40

43

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8604

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U.S. POSTAL SERVICE
BUILDING INVENTORY

LOCATION/FACILITY
HALF MOON BAY MAIN

POST OFFICE
500 STONE PINE RD
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DATE April 21, 2011 3:32 PM

COMPLETED BY BONNIE NOBLE

ROOM/LOCATION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	TOILET FIXTURE / FLIGHTS	LIGHT FIXTURES (TYPE)			VENETIAN BLINDS	GLASS		CASES		FLOOR SQ. FT. (TYPE)			MISC. CR=CERAMIC FLOOR DE=DECORE METAL TZ=TERRAZZO PB=PO BOX HS=SHRUBS&HEDGS PD=PIPES&DUCTS WS=CERAMIC WALLS OP=OTHER PIPES&DUCTS
					SUSP. FLUOR.	INCAN-DESCENT	RECESSED FLUOR.		INTER. SQ.FT.	EXTER. SQ.FT.	CARRIER	OTHER	RESIL-IENT	CARPET	CONCRET	
201	MECHANICAL ROOM	INACTIVE STORAGE AREA	675		6								675			
202	SHOP	SHOP AREA	120		2										120	
EXT PV	EXTERIOR PAVED ASPHALT	EXTERIOR PAVED AREA	57575													
EXTUP	GROUND COVER	EXTERIOR UNPAVED AREA	25000													
LOG	LOOKOUT GALLERY	LOOKOUT GALLERY	840			20								840		
PL	PLATFORM	PLATFORM (Dock)	800			14									800	

PS FORM - 4869 - Aug 1982

85010 0 8 34 0 0 0 0 0 0 675 840 920

U.S. POSTAL SERVICE

POST OFFICE

HALF MOON BAY MAIN

GROSS INTERIOR AREA 14,416

WORKLOAD ANALYSIS AND SUMMARY

STATE AND ZIP CODE

500 STONE PINE RD

EXTERIOR PAVED 57,575

UNIT

CA, 94019-9998

EXTERIOR UNPAVED 25,000

JOB REQUIRMENT (A)	Operation (B)	UNIT OF MEASURE (C)	MINUTES PER SQ.FT OR UNIT (D)	WEEKLY QUANTITY (E)	WEEKLY MINS. (F)	Line No	JOB REQUIRMENT (G)	Operation (H)	UNIT OF MEASURE (J)	MINUTES PER SQ.FT OR UNIT (K)	QTY (L)	Frequency (M)	ANNUAL MINS. (N)

2 SUBTOTAL  1,135.06

(O) WORK HOUR CALCULATIONS (P)

1	MULTI.TOTAL LINE 32 BY 52 WEEKS		59,023.02	MIN/YR	
3	ENTER TOTAL FROM LINE	76	45,215.61	MIN/YR	
2	TOTAL LINE A and B		104,238.62	MIN/YR	
3	DIVIDE LINE C BY 60 MIN		1,737.31	WHYR	
5	MULTI. LINE D BY % (TRG)		17.37	HYR	
7	MULTI. LINE D BY % (BREAKS)		108.58	HYR	
3	MULTI. LINE D BY % (WASH UPS)		36.14	HYR	
4	TOTAL LINE D + E + F + G		1,899.40	WHYR	
J	DIVIDE LINE H BY 52		36.53	WK HRSWK	
<	DIVIDE LINE H BY 1760		1.1	WORK YRS	
.	TOTAL EMPLOYEES		1.1		

76 SUBTOTAL  45,215.61

VIEWED BY: _____
ISC MGR. DIR. PLANT MAINTENANCE

DATE: _____

APPROVED BY: _____
MSC MANAGER/POST MASTER - BMC MANAGER

DATE: _____

U.S. POSTAL SERVICE

POST OFFICE

HALF MOON BAY MAIN

GROSS INTERIOR AREA 14,416

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STATE AND ZIP CODE

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UNIT

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JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.		JOB REQUIRMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	QTY	Frequency	ANNUAL MINS.
Workroom Toilets	CL	FX	4.5000	0	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
	PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
						35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
Office Toilets	CL	FX	4.0000	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	0	0.0	0.00
Lunch/Swing RMS	CL	SF	0.0320	0	0.00	37	(Louver Tank)	WASH	FX	8.8900	0	0.0	0.00
	PL	SF	0.0106	0	0.00	38	(Louver Machine)	WASH	FX	5.0000	0	0.0	0.00
	WM	SF	0.0300	0	0.00	39	Venetian Blinds	DUST	BL	5.0000	0	0.0	0.00
Locker RMS	CL	SF	0.0240	0	0.00	40	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00
	PL	SF	0.0080	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
	WM	SF	0.0300	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00
Workrooms	CL	SF	0.0106	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
	PL	SF	0.0053	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0690	0	0.0	0.00
Offices	CL	SF	0.0375	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
Supply RMS	CL	SF	0.0120	0	0.00	46	Lookout Gallery	CL	LF	0.4800	0	0.0	0.00
Freight Elevators	PL	EA	10.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
Passenger Elevators	CL	EA	20.0000	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
EXT Police	PL	SF	0.0012	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
Platforms	CL	SF	0.0106	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
	PL	SF	0.0053	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
Service/Box Lobby	CL	SF	0.0160	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
	PL	SF	0.0020	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
	WM	SF	0.0300	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
	VS	SF	0.0064	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
	DM	SF	0.0150	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
Stairways 18	CL	FL	10.0000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
	PL	FL	2.4000	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
Corridors	CL	SF	0.0060	0	0.00	59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
	DM	SF	0.0150	0	0.00	60	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
	VS	SF	0.0064	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
	PL	SF	0.0020	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
Shop Area	CL	SF	0.0120	0	0.00	63	Wood FL	INT	SF	0.2400	0	0.0	0.00
Jan Closet	CL	EA	10.0000	0	0.00	64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
						65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
						66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
						67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
						68	Snow	REMOV	SF	0.0150	0	0.0	0.00
						69	PO Box	CL	EA	2.0000	0	0.0	0.00

2 SUBTOTAL 1,135.06

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J	DIVIDE LINE H BY 1760	1.1	WORK YRS
K	TOTAL EMPLOYEES	1.1	

76 SUBTOTAL 45,215.61

VIEWED BY: _____
 ISC MGR, DIR, PLANT MAINTENANCE

DATE: _____

APPROVED BY: _____
 MSC MANAGER/POST MASTER-BMC MANAGER

DATE: _____

FINANCE	OFFICE	LAST	FIRST	MI	EMP ID	JOB ID	JOB TITLE	PAY LEVEL	D/A	FUNC	LDC	SEN DATE	SEN #
51032	BURLINGAME PO	MARQUEZ	ISABEL	M	3136015	95591488	LABORER CUSTODIAL	4	166	3B	38	12/28/2002	1
51032	BURLINGAME PO	LIGON	VERNON	D	3745339	95661033	LABORER CUSTODIAL	4	166	3B	38	6/23/2007	1
51032	BURLINGAME PO	SIMS	PATRICK		3747552	95524937	LABORER CUSTODIAL	4	166	3B	38	7/21/2007	1

Supervisor

