

MANAGER, HUMAN RESOURCES  
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

February 17, 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 Sacramento District to utilize the provisions of Article 12.5.C.5 of the National Agreement to involuntarily reassign three (3) Full-time Level 7 clerks and one part-time flexible Level 6 from the craft and/or installation at the Folsom Bid Cluster (Event 18465). The basis of this impact is an administrative staffing and scheduling review. Specifically, the current earned hours and workload do not support the current career complement.

The impacted clerks will be advised of their involuntary reassignments by separate letter. The placement process would normally not be scheduled to begin before August 18, 2011. However, given the loss of workload and the financials of the Postal Service nationwide, it may be necessary to begin the process earlier than that date. It may also be necessary to utilize the provisions of Article 7.B.2 of the National Agreement to detail some or all of the impacted employees during the notice period in order to provide them with a work opportunity.

By copy of this notice, the Pacific Area will withhold three full-time residual assignments and one (1) part-time flexible opportunity in the clerk, carrier and custodial crafts in offices within a 900 mile radius of the impacted site. A copy of the list of the offices where withholding is authorized is attached.

Also attached is a copy of the Automated Impact Report along with copies of the operational data supporting the need to excess and the name of the three (3) junior Level 7 impacted FT Clerks and the one (1) junior PTF clerk. We would like to schedule this matter for discussion at our next meeting.

  
Mike Thomas

Attachments

cc: Area Manager, Human Resources  
Area Manager, Operations Support  
Area Manager, Finance  
District Manager, Sacramento District  
Manager, Human Resources – Sacramento with attachments  
Area Complement Coordinator with attachments  
HRA 1 with attachments  
HRA 2 with attachments  
District Complement Coordinator with attachments  
Chris Jackson – NALC with attachments  
Richard Siu – NPMHU with attachments

# WorkHour Impact Report

Impacted Bid Cluster

FOLSOM POST OFFICE

Installation Address

Area Name

PACIFIC

Impact Type

Reduction Other Than by Attrition

Date of Impact

8/18/2011

Period (Dates) of Review Performed

08/15/2009 thru 08/27/2010

Report Prepared By

Brandi Jentgen

Report Prepared Date

02/17/2011

Reviewed By

William Hodson

Phone

(916) 373-8001

# WorkHour Impact Report

Craft = CLERK

	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	861	712	-149	-596	-7748	-5	1716

## 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	71	8.2%	-26	0		45	6.3%

# WorkHour Impact Report

## Casuals

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

No casuals on-rolls at the Folsom PO

## Part Time Flexible (PTFs)

a. Current Number of CLERK PTFs on Rolls	10
b. Current Total Non-OverTime CLERK PTFs Hours per Month	1464
c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month	-176
d. Number of CLERK PTFs that will have Reduced Hours	4
e. Will there be any CLERK PTFs Excessed from Craft or Installation	YES

If Yes how Many CLERK PTFs 1

f. Provide Narrative Explaining need for Excessing

Due to a current SSR, 1 PTF Clerk will be excessed.

## Transitional Employees (TEs)

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

There are no TE's in the Clerk Craft at this time.

# WorkHour Impact Report

## Part Time Regular (PTRs)

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

## Full Time Regular (FTRs)

a. Current Number of CLERK FTRs on Rolls	15
b. Planned Number of CLERK FTR Positions After Impact	12
c. Estimated Number of CLERK FTR Attrition	0
d. Will there be any CLERK FTRs Excessed from Craft or Installation	YES
If Yes how Many CLERK FTRs	3
e. Provide Narrative Explaining need for Excessing	

Due to SOX Compliance, the work that was covered by the Bulk Mail employees in Folsom will now be covered by the employees at the Sac P&DC. It is now necessary to excess 3 FTR Bulk Mail Clerks from Folsom.

## WorkHour Impact Report-CLERK

### Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-420
b. Planned Reduction in Total OT Hours per Month	-104
c. Planned Reduction in Casual Non-OT Hours per Month	0
d. Planned Reduction in PTF Non-OT Hours per Month	-176
e. Planned Reduction in TE Non-OT Hours per Month	0
e. Total Planned Non-OT Hours per Month	2848
f. Total FTE Savings	-5

Office: **Folsom Main** Date: **8/25/2010**

Current Complement:									
Full Time	PTR	PTF	Casuals	Clerks with NO Bids	Number of Clerks	Bids with Consecutive Days 5/8 or 5/9	Unchanged bids	New or Reposted bids including converted PTFs	
7	0	5	0		12				
Proposed Complement:									
Full Time	PTR	PTF	Casuals	Clerks with NO Bids	Number of Clerks	Bids with Consecutive Days 5/8 or 5/9	Unchanged bids	New or Reposted bids including converted PTFs	
7	0	5	0		12				

Does not include LDC 79 clerk

Budget									
LDC	2009	2010	2010	CSV	1994 Day	DAY Schedule	ANNUAL CSV	1994 Year	Annual Schedule
	Ytd Actual	YEARLY Budget	DAILY Budget	Annualized CSV Avg Daily Hours	Daily Hours	Plus or Minus RED = Over	Annual CSV Earned (Annualized)	Yearly Hours	Plus or Minus RED = Over
LDC 42	752.00	955.00	3.18	3.03	2.83	-0.20	918.00	854.00	-64.09
LDC 43	844.00	848.00	21.31	19.17	19.22	0.05	5808.61	5805.50	-3.01
LDC 44	2001.00	942.00	3.11	3.10	3.09	-0.01	939.30	932.00	-7.30
LDC 45	8019.00	933.00	30.82	23.20	22.35	-0.85	7029.60	6751.00	-278.60
LDC 46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LDC 48	9327.00	8730.00	28.81	24.56	24.50	-0.06	7441.68	7400.00	-41.68
Sub-Total	28543.00	26427.00	67.21	73.06	72.00	-1.06	22137.18	21742.50	-394.68
LDC 33									
LDC 79									
Sub-Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	28543.00	26427.00	67.21	73.06	72.00	-1.06	22137.18	21742.50	-394.68

**VOLUME RECORDING**

ONE DAY COUNT			
Volume	FEET	PER HOUR	PER BIDD
Letters	15.50	0.30	2.00
Plats	20.50	0.40	2.16
Parcels	1,991		6.13
Allied			8.65
TOTAL			18.94
ENTER CSV 13 WEEK VOLUMES			
Volume	FEET	PER HOUR	EARNED CSV DAILY
Letters	1114.00	0.28	
Plats	2949.00	0.75	
Parcels	124,431	31.74	
TOTAL			19.17

ENTER # DAYS OF 13 WEEK PERIOD

Office has an excess of 5 LDC79 bids, 2 of which are currently withheld. Relocate these bids to BMELI at the Plant - DMV, staffing for DST

DM Signature: *[Signature]*  
 Date: 9-16-10



Office: **El Dorado Hills**Date: **9/23/2010****Current Complement:**

Full Time	PTR	PTF	Casuals	Clerks with NO Bids	Number of Clerks	Bids with Consecutive Days S/S or S/M	Unchanged bids	New or Reposted bids including converted PTFs
4	0	4	0	0	8	3		

**Proposed Complement :**

Full Time	PTR	PTF	Casuals	Clerks with NO Bids	Number of Clerks	Bids with Consecutive Days S/S or S/M	Unchanged bids	New or Reposted bids including converted PTFs
4	0	3	0	0	7	2		

**Budget:**

LDC	2010	2011	2011	CSV	1994 Day	DAY Schedule	ANNUAL CSV	1994 Year	Annual Schedule
	Ytd Actual	YEARLY Budget	DAILY Budget	Annualized CSV Avg Daily Hours	Daily Hours	Plus or Minus RED = Over	Annual CSV Earned (Annualized)	Yearly Hours	Plus or Minus RED = Over
LDC 42	521.00	177.00	0.58	0.14	0.09	-0.05	42.42	26.00	-16.42
LDC 43	6631.00	3580.00	11.82	12.49	12.51	0.02	3784.47	3777.50	-6.97
LDC 44	1128.00	591.00	1.95	1.67	1.71	0.04	506.01	515.50	9.49
LDC 45	4718.00	4313.00	14.23	11.58	11.57	-0.01	3508.74	3494.50	-14.24
LDC 46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LDC 48	2015.00	4045.00	13.35	12.74	12.70	-0.04	3860.22	3835.00	-25.22
Sub-Total	15011.00	12706.00	41.93	38.62	38.57	-0.05	11701.86	11648.50	-53.36
LDC 33									
LDC 79									
Sub-Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	15011.00	12706.00	41.93	38.62	38.57	-0.05	11701.86	11648.50	-53.36

**VOLUME RECORDING****ONE DAY COUNT**

Volume	FEET	PER RT.	Earned
Letters	0.00	0.00	0.00
Flats	0.00	0.00	0.00
Parcels	0		0.00
Allied			0.00
TOTAL			0.00

**ENTER CSV 13 WEEK VOLUMES**

Volume	FEET	PER RT.	Earned	CSV DAILY
Letters	1056.00	0.43		
Flats	1387.00	0.57		
Parcels	102,339	42.08		
TOTAL			12.49	

**ENTER # DAYS OF 13 WEEK PERIOD****76**

DM Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FINANCE	OFFICE	LAST	FIRST	MI	EMP ID	JOB ID	JOB TITLE	D/A	FUNC	LDC	SEN DATE	SEN #
52742	FOLSOM PO	TARI	DEBRA	M	2952140	95686620	BULK MAIL TECH	110	7	79	10/12/1985	1
52742	FOLSOM PO	LEE	JAMES	K	3104913	70235463	BULK MAIL TECH	110	7	79	1/26/1991	2
52742	FOLSOM PO	LAKHIAN	RAVINDERPAL	S	3103269	70429627	BULK MAIL TECH	110	7	79	2/27/1999	1
52742	FOLSOM PO	HOLMES	DIONISIO	G	3085802	95552533	BULK MAIL TECH	110	7	79	10/21/2000	1

*deleted*

FT Level 7

PTF LL

FINANCE	OFFICE	LAST	FIRST	MI	EMP ID	JOB ID	JOB TITLE	D/A	FUNC	LDC	SEN DATE	SEN #
52743	FOL-EL DORADO HILLS S	TAYLOR	ROBERT	G	3372010	95865005	SALES, SVCS/DISTRIBUTION ASSOC	410	4	48	1/10/2004	1
52742	FOLSOM PO	SMITH HILL	PATRICIA	M	3487563	70342930	SALES, SVCS/DISTRIBUTION ASSOC	410	4	48	1/24/2004	1
52743	FOL-EL DORADO HILLS S	ROSENOW	STEVEN	D	3526894	95548531	SALES, SVCS/DISTRIBUTION ASSOC	410	4	48	9/17/2004	1
52742	FOLSOM PO	YANG	HUAPING		3526888	95525064	SALES, SVCS/DISTRIBUTION ASSOC	410	4	48	9/18/2004	
52742	FOLSOM PO	PISTANTE	MARYLIN	J	3156093	95781550	SALES, SVCS/DISTRIBUTION ASSOC	410	7	79	6/10/2006	3
52742	FOLSOM PO	WONG	RAYMOND	S	3672023	95501424	SALES, SVCS/DISTRIBUTION ASSOC	410	4	48	6/24/2006	1
52743	FOL-EL DORADO HILLS S	PEDROSO	NOVEN	C	3672027	95858445	SALES, SVCS/DISTRIBUTION ASSOC	410	4	48	6/24/2006	
52742	FOLSOM PO	VAUGHN	YVONNE		3134544	70342932	SALES, SVCS/DISTRIBUTION ASSOC	410	4	48	11/24/2007	1
52743	FOL-EL DORADO HILLS S	RODRIGUEZ	PHREMETHEUS	L	4042944	70176766	SALES, SVCS/DISTRIBUTION ASSOC	410	4	48	4/12/2008	2
52742	FOLSOM PO	O'BRIEN	CHRISTINA	L	3722015	70183667	SALES, SVCS/DISTRIBUTION ASSOC	410	4	48	4/26/2008	1

*Expected*

