

MANAGER, LABOR RELATIONS
Pacific Area

 UNITED STATES
POSTAL SERVICE

May 23, 2011

DEL CON:

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

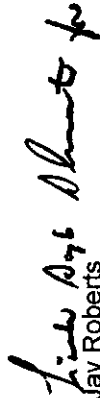
This is to advise you of the intent of the San Francisco District to utilize the provisions of Article 12.5.C.5 of the National Agreement to involuntarily reassign three (3) full-time clerks from the craft and/or installation at the Millbrae bid installation based on a staffing and scheduling review and the transfer of workload to the Burlingame Post Office.

The impacted employees will be notified of their involuntary reassignments by separate letter. The placement process would not normally begin before November 25, 2011; however, given the loss of workload and the financials of the Postal Service, it may be necessary to begin the placement process earlier than that date. It may also be necessary to utilize the provisions of Article 7.B.2 of the National Agreement to provide them with a work opportunity during the notice period.

By copy of this notice, we are authorizing the withholding of three (3) full-time residual assignments in the clerk craft in the Burlingame Post Office for placement of the impacted Millbrae clerks.

Attached for your review are copies of the automated impact statement (AIR) for Event 25345, the operational data showing the need to excess and a list of the three (3) impacted junior full-time clerks in the Millbrae Post Office.

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 District with attachments
District Complement Coordinator with attachments
C. Jackson – NALC with attachments
R. Siu – NPMHU with attachments
HRA 1 with attachments
File Copy with attachments

11255 RANCHO CARMEL DR. RM. 227
SAN DIEGO, CA 92197-4400
PHONE: 858-674-3180
FAX: 858-674-3131

RECEIVED
APWU

MAY 25 2011

WESTERN REGION
COORDINATOR

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

Withholding Info
 Staffing Issues(s)
 Status Update
 Grievance Administration

Please review, take action
and reduce issues to writing

Comments

Omar M. Gonzalez, Coordinator

WorkHour Impact Report

Impacted Bid Cluster	MILLBRAE POST OFFICE
Installation Address	
Area Name	PACIFIC
Impact Type	Reduction Other Than by Attrition
Date of Impact	11/28/2011
Period (Dates) of Review Performed	03/27/2010 thru 04/01/2011
Report Prepared By	Jose Nuno
Report Prepared Date	05/23/2011
Reviewed By	Rosemarie Fernandez
Phone	(415) 550-5591

WorkHour Impact Report

Craft = CLERK

	A Current Average Weekly Hrs	B Planned Weekly Hrs	C Weekly Hrs Savings	D Monthly Savings	E Annual Work Hours Savings	F Annual FTE Savings	G Current FTE Yearly Hr Rate
Total	274	167	-107	-428	-5564	-3	1768

OverTime Impact

	Current OT Average Weekly Hrs	Current OT Rate	Planned OT per Week from changes	Additional Planned OT per Week	Percent Planned OT per Week	Planned OT Hours per Week	Planned OT Rate
Total	12	4.4%	-7	0		5	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 | |

There are no casuals in this office.

Part Time Flexible (PTFs)

- | | |
|---|-----|
| a. Current Number of CLERK PTFs on Rolls | 2 |
| b. Current Total Non-OverTime CLERK PTFs Hours per Month | 280 |
| c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month | -32 |
| d. Number of CLERK PTFs that will have Reduced Hours | 2 |
| e. Will there be any CLERK PTFs Excessed from Craft or Installation | NO |
| If Yes how Many CLERK PTFs | 0 |
| f. Provide Narrative Explaining need for Excessing | |

PTFs were not 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 | |

TEs are not authorized

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 PTRs in this office. | |

Full Time Regular (FTRs)

- | | |
|--|-----|
| a. Current Number of CLERK FTRs on Rolls | 6 |
| b. Planned Number of CLERK FTR Positions After Impact | 3 |
| 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 | |
| The consolidation of carrier assignments from the Millbrae office and the transfer of their workload has resulted in a need to excess 3 full-time clerks from the Millbrae installation to Burlingame to support the carriers. | |

WorkHour Impact Report-CLERK

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-396
b. Planned Reduction in Total OT Hours per Month	-28
c. Planned Reduction in Casual Non-OT Hours per Month	0
d. Planned Reduction in PTF Non-OT Hours per Month	-32
e. Planned Reduction in TE Non-OT Hours per Month	0
e. Total Planned Non-OT Hours per Month	668
f. Total FTE Savings	-3

Pre-Consolidated Totals by Office or Section

Office or Section	Total	FTR	PTR	PTF	SDO S/S	SDO Rotating	Split Days Off
MILLBRAE P.O.	8	6	0	2	3	0	

Post Consolidated Totals by Office or Section

Office or Section	Total	FTR	PTR	PTF	SDO S/S	SDO Rotating	Split Days Off
MILLBRAE P.O.	5	2	0	3	2	0	

MILLBRAE P.O.

RESULTS

- Abolish 4 FTR Clerk Positions

Other Impacts or Savings:

Office: **MILLBRAE P.O.** Date:

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
6		2				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
2		3				5	2		

Budget:									
LDC	2010	2011	2011	CSV					
	Ytd Actual	YEARLY Budget	DAILY Budget	Annualized CSV Avg Daily Hours					
LDC 42	84.00	84.00	0.28	0.00					
LDC 43	3129.00	3088.00	10.19	0.25	0.00	-0.25	75.75	0.00	-75.75
LDC 44	1528.00	1537.00	5.07	3.11	3.04	-0.07	942.33	919.00	-23.33
LDC 45	6118.00	5924.00	19.55	15.36	17.14	1.78	4654.08	5176.00	521.92
LDC 46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LDC 48	3498.00	3450.00	11.39	3.80	2.78	-0.22	909.00	841.00	-68.00
Subtotal	24660.00	24013.00	78.39	27.22	27.72	0.50	8385.16	9136.00	384.84
LDC 33									
LDC 79									
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				DAILY	DAILY	DAILY	YEARLY	YEARLY	

ENTER # DAYS OF 13 WEEK PERIOD

74

DM Signature: _____

Date: _____

MILBRAE F4 EXIT PACKAGE FINAL
PROJECTED

Assignments			Day(s) of the Week											Date													
Position #	FTR/PTF	Hours	12 to 1	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	7 to 8	8 to 9	9 to 10	10 to 11	11 to 12	12 to 1	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	7 to 8	8 to 9	9 to 10	10 to 11	11 to 12	
	FT Reg.	8.00																									
	FT Reg.	8.00																									
	FT Reg.	8.00																									

Scheduled	Planned	LDC 42	0.00	Avg	Holiday
FT Reg.	3	24.00	0.00	HARD TIME	
		ST 43	0.00	SOFT TIME	
Flex	0	0.00	LDC 44	3.00	LDC 42 0.00
			LDC 45	18.00	LDC 44 18.25
Total =	3	24.00	0.00	LDC 45 103.00	85.00
			3.00	HARD TIME	0.00
Total	Total		0.00	SOFT TIME	LDC 18.75
Hard Time	Soft Time		0.00	LDC	0.00
3.00	0.00	24.00	Total	138.00	114.00
					6,936

Carrier Cutoff Time	
Hotcase Cutoff Time	
Box Cutoff Time	

MILLBRAE P.O.

Rank in Seniority Order

CURRENT					
JOB ID	TITLE	SKILLS	SCHED	DAYS/OFF	Class/Lvl
Name		E/D		Seniority	Vet Y/N
99763018	SSA/DIST CLK		0829-1725	SAT-SUN	
SOLANO NM		03358369		04/14/1984	
96479399	MP CLERK		0408-1300	SUN/WED	
AYALA RS		03237409		04/28/1994	
96642830	SSA/DIST CLK		0946-1645	SAT-SUN	
WONG B		03403012		03/14/1987	
96699692	SSA/DIST CLK		0745-1645	SUN/TUE	
TENORIO GG		03022484		06/18/1989	
96489962	SSA/DIST CLK		0709-1630	SUN/FRI	
OROZCO FM		03289429		01/31/1999	
96627129	BBM CLERK		1030-1930	SAT-SUN	
HAM S		03332789		08/29/1988	
70135267	SSA/DIST CLK		0600-1430		
LI SY		04048720		01/05/2008	
70143022	SSA/DIST CLK		0600-1430		
NGALUAPE PJ		04050484		01/19/2008	

PROPOSED					
JOB ID	TITLE	SKILLS	SCHED	DAYS/OFF	Class/Lvl
Name		E/D		Seniority	Vet Y/N
99763018	SSA/DIST CLK		0946-1745	SAT-SUN	
SOLANO NM		03358369		04/14/1984	
ABOLISH					
ABOLISH					
ABOLISH					
ABOLISH					
70135167	SSA/DIST CLK				
LI SY	PTF	04048720		01/05/2008	
70143022	SSA/DIST CLK				
NGALUAPE PJ	PTF	04050484		01/19/2008	
POST	SSA/DIST CLK		0730-1830	SAT-SUN	
POST	WINDOW CLERK				
PTF CLERK					

MILLBRAE - 94030

F4 INCOMING TO DELIVERY UNIT						WORKING LETTERS		AUTO LETTERS		WORKING FLATS		FEM FLATS		PRESORT FLATS	PARCEL POST	PRIORITY	SPRS	EXPRESS
PLANT	RTE	TRIP	FREQ	DEPART DOCK	ARRIVE UNIT	MARITAL PERS %	STD %	CR %	OPS %	FCM %	STD %	1C/BC %	ATD %					
940AN	22515	515	K67	07:30	07:40	100%	100%	NI from Burlingame DDC Carrier Annex	100%	100%	100%	100%	100%		100%	100%	100%	100%
941PD	32616	616	K67	15:25	16:00													
			K67		17:30	Pending for close out												
941PD	13449	449	6X	07:30	07:40	100%	100%	NI from Burlingame DDC Carrier Annex	100%	100%	100%	100%	100%		100%	100%	100%	100%
940AN	33601	601	6X	13:25	13:45													

F2/F4 OUTGOING FROM DELIVERY UNIT						FORWARDING			COLLECTIONS				CARRIERS RETURNED		EMPTY RATE	
PLANT	RTE	TRIP	FREQ	DEPART UNIT	ARRIVE DOCK	CPS %	PARS %	EXPRESS %	PRIORITY %	LETTERS %	MT FLATS %	BMC PP %	OTHER %	#	%	%
941PD	22515	515	K67	07:50	09:20											
941PD	32616	616	K67	18:15	17:30	Tailgate Express		100%	80%	85%	80%	80%				
									20%	15%	20%	20%				
941PD	13449	449	6X	07:30	09:20			100%	100%	100%	100%	100%				
941PD	33601	601	6X	14:00	14:50			100%	100%	100%	100%	100%				

WIGHT TURN EXPRESS
16:00

DELIVERABLES

- Carrier Start Time
- # of CPS rejects, does not include 5999/MD0
- % letters \leq 1/4 ft per route
- table flats 1 ft. per route
- Priority (AB)
- Standard Parcels
- F - City 5 digit streets
- Low working caseable (CSBCS Sites - separate profile)
- High working caseable
- Flats (CR, SPBS/APPs)
- Flats (CR, SPBS/APPs)
- Carrier case no later than carrier start time.
- 1 minute prior to hot case cut-off time.

NA

Trip 1	80%	
Trip 2 (DOV)	20%	
Trip 3 (CPS)	0	
Trip 1	60%	
Trip 2	50%	
Trip 1	80%	
Trip 2	20%	
Trip 1	80%	ultimate 75%
Trip 2	40%	ultimate 25%
Trip 3	0	
Trip 1	80%	ultimate 75%
Trip 2	40%	ultimate 25%
Trip 3	0	
PM Trip	50%	
AM Trip	60%	
PM Trip	75%	
AM Trip	25%	

EXEMPTIONS

- % Carrier return by 1500
- % Carrier return by 1600
- % Carrier return by 1700
- Office by ethics review of transportation scheduled to arrive at the Plant
- 70% collection mail arrival by 1700
- Missent CROSS PARS mail must be returned to the plant by the Mid-day trip

0%
0%
0%

NUMBER OF ROUTES	
CARRIER	0
POB BOV	2
TOTAL	2

WORKING THRESHOLD	
LETTERS	0.5
FLATS	1
TOTAL	1.5

F4 OPERATING PLAN CUT-OFF TIMES

F4 - Letters	NA	F4 - Box section	10:30
F4 - Flats	NA	F4 - Letter Hot Case	NA
F4 - Parcel Post	NA	F4 - Flat Hot Case	NA
Mon-Fri Unit Open	7:30	Saturday Unit Open	7:00
Mon-Fri Window Open	8:30	Saturday Window Open	9:00
Mon-Fri Window Close	17:00	Saturday Window Close	13:00
Mon-Fri Unit Close	18:00	Saturday Unit Close	15:30

MUST BE APPROVED BY DISTRICT MANAGER AND SENIOR PLANT MANAGER PRIOR TO FINAL SIGN-OFF.

POSTMASTER

DATE

PLANT MANAGER

DATE

FINANCE	OFFICE	LAST	FIRST	MI	EMP ID	JOB ID	JOB TITLE	PAY LEVEL	D/A	FUNC	LDC	SEN DATE	SEN #
54938	MILLBRAE PO	SOLANO	NORA	M	3358369	95763018	SALES, SVCS/DISTRIBUTION ASSOC	6	110	4	45	4/14/1984	1
54938	MILLBRAE PO	AYALA	RICARDO	S	3237409	95479399	MAIL PROCESSING CLERK	6	110	4	43	4/28/1984	1
54938	MILLBRAE PO	WONG	BONNIE		3403012	95542830	DIST WINDOW CLK	6	110	4	45	3/14/1987	1
54938	MILLBRAE PO	TENORIO	GREGORY	G	3022454	95659692	DIST WINDOW CLK	6	110	4	45	6/18/1988	1
54938	MILLBRAE PO	OROZCO	FERNANDO	M	3269429	95485952	SALES, SVCS/DISTRIBUTION ASSOC	6	110	4	45	1/31/1998	1

Inspected