

MANAGER, HUMAN RESOURCES
PACIFIC AREA



RECEIVED
APWU
JUL 23 2010
WESTERN REGION
COORDINATOR

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

July 22, 2010

Omar Gonzalez
Western Regional Coordinator, APWU
500 Airport Blvd. #450
Burlingame, CA 94010

Omar M. Gonzalez, Coordinator

The San Francisco District has completed an updated Function 1 baseline staffing review for the ISC and the SF P&DC which includes the NPDDC. Based on the results of the staffing review, San Francisco has generated updated impact statements to excess 277 full-time clerks (258 Level 6 clerks and 19 Level 7 clerks) and 19 part-time regular clerks from the craft and/or installation. The updated impact statements supersede the remaining impacts from the Function 1 tour consolidation, the manual city decentralization and the AMC/ISC realignment and the PTR staffing review.

Since excessing letters were issued to 323 Level 6 clerks based on the remaining impacts from superseded events, San Francisco will notify the senior 65 Level 6 clerks that they are no longer impacted. The 19 junior Level 7 clerks will be provided with 60 day advance notification of their excessing.

Copies of the original impact statements and the revised impact statements are enclosed along with the updated Function 1 baseline reviews and a seniority list identifying the impacted full-time and part-time regular employees.

The withholding authorization will be adjusted to match the new impact numbers. The withholding radius will remain 250 miles. We would like to meet on this matter next week schedules permitting. We plan to begin the placement preferencing process shortly thereafter.

Please contact me to confirm a meeting date.

Mike Thomas

Attachments

- cc: Area Manager, Operations Support
- Area Manager, Finance
- Area Manager, Human Resources
- District Manager, San Francisco
- Senior Plant Manager, San Francisco
- Area Complement Coordinator with attachments
- Manager, Human Resources, San Francisco District with attachments
- District Complement Coordinator with attachments
- M. Peralta – NALC with attachments
- R. Siu – NPMHU with attachments
- Callie Grett with attachments
- Linda Shumate with attachments

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FAX: 858-674-3131

Attached you will find a copy of the automated impact statement, a list of the offices in which withholding is authorized, the operational data supporting the excessing and a seniority list identifying the impacted employee. We are placing this event on the agenda for our meeting on May 12, 2010.

Mike Thomas

Attachments

cc: Area Manager, Operations Support
Area manager, Finance
Area Manager, Human Resources
District Manager, Sierra Coastal
Area Complement Coordinator
Manager, Human Resources – Sierra Coastal District with attachments
District Complement Coordinator – Sierra Coastal with attachments
Callie Grett – with attachments
M. Peralta – NALC with attachments
R. Siu – NPMHU with attachments

WorkHour Impact Report

Impacted Bid Cluster	SAN FRANCISCO POST OFFICE
Installation Address	
Area Name	PACIFIC
Impact Type	Reduction Other Than by Attrition
Date of Impact	12/10/2010
Period (Dates) of Review Performed	06/06/2009 thru 06/04/2010
Report Prepared By	Linda Shumate
Report Prepared Date	07/16/2010
Reviewed By	John Bertolina
Phone	(415) 550-5638

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	42817	41359	-1458	-5832	-75816	-44	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	1438	3.4%	-195.2	0		1243	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	0
b. Current Total Non-OverTime CLERK PTFs Hours per Month	0
c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month	0
d. Number of CLERK PTFs that will have Reduced Hours	0
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	
This is a 200 man year office and there are no PTF's	

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	
TE's are not authorized in the cerl craft.	

WorkHour Impact Report

Part Time Regular (PTRs)

a. Current Number of CLERK PTRs on Rolls	38
b. Planned Number of CLERK PTR Positions after Impact	38
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 is a separate impact statement to support excessing 19 PTR's. The remaining PTR's will work limited hours in a set schedule

Full Time Regular (FTRs)

a. Current Number of CLERK FTRs on Rolls	1268
b. Planned Number of CLERK FTR Positions After Impact	1224
c. Estimated Number of CLERK FTR Attrition	1
d. Will there be any CLERK FTRs Excessed from Craft or Installation	YES
If Yes how Many CLERK FTRs	43

e. Provide Narrative Explaining need for Excessing

Based on the AMC/ISC consolidation and a baseline to establish needed staffing it is unnecessary to excess 43 FT clerks

WorkHour Impact Report-CLERK

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-5832
b. Planned Reduction in Total OT Hours per Month	-781
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	165436
f. Total FTE Savings	-44

WorkHour Impact Report

Impacted Bid Cluster	SAN FRANCISCO POST OFFICE
Installation Address	
Area Name	PACIFIC
Impact Type	Reduction Other Than by Attrition
Date of Impact	10/29/2010 revises remaining impacts from previous events
Period (Dates) of Review Performed	07/18/2009 thru 07/16/2010
Report Prepared By	Linda Shumate
Report Prepared Date	07/21/2010
Reviewed By	John Bertolina
Phone	(415) 550-5638

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	42813	34825	-7988	-31952	-415376	-242	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	1464	3.4%	-1010.57	0		453	1.3%

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 on the rolls of the SF bid cluster in the clerk craft.

Part Time Flexible (PTFs)

a. Current Number of CLERK PTFs on Rolls	0
b. Current Total Non-OverTime CLERK PTFs Hours per Month	0
c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month	0
d. Number of CLERK PTFs that will have Reduced Hours	0
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	

This is a 200 man year office. There are no PTF's in the clerk craft.

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	

TE's are not authorized in the clerk craft.

WorkHour Impact Report

Part Time Regular (PTRs)

a. Current Number of CLERK PTRs on Rolls	38
b. Planned Number of CLERK PTR Positions after Impact	22
c. Estimated Number of CLERK PTR Attrition	0
d. Will there be any CLERK PTRs Excessed from Craft or Installation	YES
CLERK PTRs	16

e. Provide Narrative Explaining need for Excessing

The Function 1 baseline staffing review resulted in a need to excess up to 16 Part time regulars from the craft and/or installation.

Full Time Regular (FTRs)

a. Current Number of CLERK FTRs on Rolls	1268
b. Planned Number of CLERK FTR Positions After Impact	1034
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	234

e. Provide Narrative Explaining need for Excessing

An updated baseline resulted in a reduction to the impacts from the incoming secondary, the tour compression and the staffing and scheduling. It will now be necessary to excess 234 FT clerks from the craft and installation.

WorkHour Impact Report-CLERK

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-31952
b. Planned Reduction in Total OT Hours per Month	-4042
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	139300
f. Total FTE Savings	-242

SF P&DC
file date: May 20, 2010

	WebCOINS On-Rolls (as of 05/20/10)		Proposed People	
	Clerk	MH	Clerk	MH
Tour 1	434	180	284	171
Tour 2	63	62	51	53
Tour 3	291	252	219	230
Total	788	494	554	454

Craft Ratios	On-Rolls		Proposed
Clerk			No specific plan to change craft ratio
FT	770	97.7%	
PTR	18	2.3%	
PTF	0	0.0%	
Casual	0	0.0%	
	788	100.0%	
Mail Handler			
FT	481	97.4%	
PTR	9	1.8%	
Casual	0	0.0%	
	494	100.0%	

	Clerk	MH	Total
Proposed People	554	454	1008
Current People (WebCoins On-Rolls)	788	494	1282
+/- Current	-234	-40	-274

BMG (dated 04/22/10) affords <u>craft</u> staffing of:	1122 @ 1.9% ROFY OT
Difference of Proposed to BMG:1186-1091	95