



December 22, 2010

DEL CON: 70081300 00001974 0572

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 Bay Valley District to utilize the provisions of Article 12.5.C.5 of the National Agreement to involuntarily reassign one (1) full-time, Level 6 clerk from the craft and/or installation at the San Lorenzo Bid Cluster (Event 15805). 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 FT clerk will be advised on his/her involuntary reassignment by separate letter. The placement process would normally not be scheduled to begin before June 22, 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 one (1) full-time residual assignment 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 junior impacted FT 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, Bay Valley District
- Manager, Human Resources – Bay Valley District 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 Sui – NPMHU with attachments

- 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

Omar M. Gonzalez, Coordinator

WorkHour Impact Report

Impacted Bid Cluster	SAN LORENZO POST OFFICE
Installation Address	
Area Name	PACIFIC
Impact Type	Reduction Other Than by Attrition
Date of Impact	06/21/2011
Period (Dates) of Review Performed	07/04/2009 thru 07/16/2010
Report Prepared By	Yolanda Garcia-Martinez
Report Prepared Date	12/21/2010
Reviewed By	Richard Blancas
Phone	(510) 874-8282

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	252	216	-36	-144	-1872	-1	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	0	0%	0	0		0	0%

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	
Office has no casuals on rolls	

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	
Office does not have PTF clerks	

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	
No TE clerks in office	

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	
Not a 200 MYO, no PTRs in office.	

Full Time Regular (FTRs)

a. Current Number of CLERK FTRs on Rolls	7
b. Planned Number of CLERK FTR Positions After Impact	6
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	1
e. Provide Narrative Explaining need for Excessing	
A staffing and scheduling review based on earned workhours resulted in a need to excess one full-time clerk from the craft and/or installation	

WorkHour Impact Report-CLERK

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-144
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	864
f. Total FTE Savings	-1

THE CSV COMPLEMENT MODEL SHOULD NOT BE THE SOLE SOURCE OF PERMANENT STAFFING DECISIONS.					
CUSTOMER SERVICE VARIANCE - CLERK/MAILHANDLER COMPLEMENT					
Delivery Days: 302		SAN LORENZO PO - SAN LORENZO PO 056858			DATE :08/05/2010
Leave Replacement Calculation					
Leave Type	Hrs Per Day	Leave %	Formula	Employees Earned	
Annual Leave	32	14.00%	(CSV Avg Daily Hours x 14.00% x (6 day wk/40 hr WH-wk))=	0.67	Clerk/MH(s)
Sick Leave	32	3.50%	(CSV Avg Daily Hours x 3.50% x (6 day wk/40 hr WH-wk))=	0.17	Clerk/MH(s)
LWOP	32	1.00%	(CSV Avg Daily Hours x 1.00% x (6 day wk/40 hr WH-wk))=	0.05	Clerk/MH(s)
(Subtract Overtime)	32	8.00%	(CSV Avg Daily Hours x 8.00% x (6 day wk/40 hr WH-wk))=	0.38	Clerk/MH(s)
Net Total		10.50%	Leave/OT Replacement Needs >>>>	0.50	Clerk/MH(s)
			Replacement for Replacement >>>>	0.05	Clerk/MH(s)
			Total Leave Replacement >>>>	0.55	Clerk/MH(s)
Man Year (0 < 100, 1 100-199, 2 => 200)		0		Current Ratio FT/PT	100% 0%
				Target Ratio FT/PT	0% 100%
Current on Rolls			Earned Complement		
Full Time Clerk	7		Full Time Clerk	0	
Part Time Flexible Clerk	0		Part Time Flexible Clerk	5	
Part Time Regular Clerk	0		Part Time Regular Clerk	0	
Full Time Mailhandler	0		Full Time Mailhandler	0	
Part Time Flexible Mailhandler	0		Part Time Flexible Mailhandler	0	
Part Time Regular Mailhandler	0		Part Time Regular Mailhandler	0	
Total F4 on Rolls	7		Total F4 Earned	5	
Current Actual	Daily Hrs	Employees	Target	Daily Hrs	Employees
LDC 41 Clerk/MH(s)	0.00	0.00	LDC 41 Clerk/MH(s)	0.00	0.00
LDC 42 Clerk/MH(s)	0.00	0.00	LDC 42 Clerk/MH(s)	0.00	0.00
LDC 43 Clerk/MH(s)	14.23	2.14	LDC 43 Clerk/MH(s)	6.65	1.00
LDC 44 Clerk/MH(s)	2.64	0.40	LDC 44 Clerk/MH(s)	0.51	0.08
LDC 45 Clerk/MH(s)	19.39	2.92	LDC 45 Clerk/MH(s)	14.01	2.12
LDC 48 Clerk/MH(s)	7.08	1.07	LDC 48 Clerk/MH(s)	10.41	1.57
Total Actual Daily Hrs	43.34	6.53	Total Earned Daily Hrs	31.58	4.77
Daily Hours Actual	43.34		Daily Hours Earned	31.58	
Current Complement	7		Target Complement	5.32	
FTEE Current	1870		FTEE Target	1792	
Projected Annual Hrs Actual	13,090		Projected Annual Hrs Earned	9,538	
On Duty Required Totals	4.77		Full Time Equiv Employee (Hrs per)	1792	
Leave Replacement Totals	0.55		Variance FTEE	1.68	
Complement Total	5.32		Complement % Achieved	71.43%	

UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
City Routes	17		17	0	0.00%
Rural Routes	0		0	0	0%
CDS Routes	0		0	0	0%
POB Equivalent Routes	3		3	0	0.00%
City Deliveries	9360		9354	-6	- 0.06%
Rural Deliveries	0		0	0	0%
CDS Deliveries	0		0	0	0%
PO Box Deliveries	385		384	-1	- 0.26%
FTES DAILY STAFFING ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	
Clerk/Mailhandler	4.98	4.63	6.75	2.12	

SAN LORENZO PO - SAN LORENZO PO - LDC 42 EARNED WORKHOURS				
WORKLOAD ELEMENT	SOURCE	VALUE	CSV FACTORS INCLUDES STB	BENCHMARK MINS / DAY
BRM/PD #ACCT.POSTED	AVERAGE DAILY	2	2.0367 Minutes ea. Daily avg.	4.07
BRM/PD AVG PIECES	AVERAGE DAILY	4	BRM/PD Pieces / 10.0666 = Minutes	0.40
FLEX TIME	APPROV MIN.	0.00	Actual Authorized Other Time	0.00
MERCHANDISE RETURN SVC	AVERAGE DAILY	0	1.4971 Minutes ea. Daily avg.	0.00
PARCEL RETURN SVC	AVERAGE DAILY	17	1.4971 Minutes ea. Daily avg.	25.45
<i>Period 05/01/2010 - 07/30/2010 (76 Data Days)</i>		TOT.BENCHMARK MINUTES P/DAY		29.92
<i>Report date 08/05/2010</i>		TOT.LDC42 BENCHMARK HOURS		37.90
Bold Lettering = District Level Editable Workload Elements				



FINANCE	OFFICE	LAST	FIRST	MI	EMP ID	JOB ID	JOB TITLE	D/A	FUNC	LDC	SEN DATE	SEN #
56858	SAN LORENZO PO	TSANG	WENDY		3116227	95717773	DIST WINDOW CLK	110	4	45	3/25/1989	1
56858	SAN LORENZO PO	MALLARI	RAQUEL	G	3035410	95605502	DIST WINDOW CLK	110	4	45	4/21/1990	1
56858	SAN LORENZO PO	CAALIM	LILIA	C	3072333	95660005	SALES AND SERVICES ASSOCIATE	110	4	45	12/25/1993	1
56858	SAN LORENZO PO	CUEVAS	VICTORIA	P	3228198	70196122	SALES, SVCS/DISTRIBUTION ASSOC	110	4	45	5/23/1998	1
56858	SAN LORENZO PO	WU	BAILIN		3507690	95718830	SALES, SVCS/DISTRIBUTION ASSOC	110	4	45	3/19/2005	1
56858	SAN LORENZO PO	ULLOA	ELBA		3039984	70196400	SALES, SVCS/DISTRIBUTION ASSOC	110	4	45	10/23/2009	1

Inspected

San Lorenzo Clerk Listing 7_201

TSANG	WENDY		3116227	95717773	DIST WINDOW CLK	110	4	45	830	1730	SATSUN	3/25/1989		
MONCADO	ARTHUR	M	3388816	95797756	LEAD SALES & SERVICES ASSOCIATE	110	4	45	845	1745	SATSUN	12/2/1989		Abolish
MALLARI	RAQUEL	G	3035410	95605502	DIST WINDOW CLK	110	4	45	900	1800	SATSUN	4/21/1990		Repost
CAALIM	LILIA	C	3072333	95660005	SALES AND SERVICES ASSOCIATE	110	4	45	1000	1830	SATSUN	12/25/1993		Repost
CUEVAS	VICTORIA	P	3228198	70196122	SALES,SVCS/DISTRIBUTION ASSOC	110	4	45	400	1230	SUNFRI	5/23/1998		Repost
ULLOA	ELBA		3039984	70196400	SALES,SVCS/DISTRIBUTION ASSOC	110	4	45	500	1330	SUNTHU	10/10/1998		Repost
WU	BAILIN		3507690	95718830	SALES,SVCS/DISTRIBUTION ASSOC	110	4	45	400	1230	SUNWED	3/19/2005	Excess	Repost

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56858	SAN LORENZO PO	TSANG	WENDY		3116227	95717773	DIST WINDOW CLK	110	4	45	3/25/1989	1	
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56858	SAN LORENZO PO	CUEVAS	VICTORIA	P	3228198	70196122	SALES,SVCS/DISTRIBUTION ASSOC	110	4	45	5/23/1998	1	
56858	SAN LORENZO PO	ULLOA	ELBA		3039984	70196400	SALES,SVCS/DISTRIBUTION ASSOC	110	4	45	10/23/1999	1	
56858	SAN LORENZO PO	WU	BAILIN		3507690	95718830	SALES,SVCS/DISTRIBUTION ASSOC	110	4	45	3/19/2005	1	Impacted