

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

December 14, 2010

Omar Gonzalez
Western Region Coordinator
American Postal Workers Union, AFL-CIO
1350 Old Bayshore Hwy. Suite 360
Burlingame, CA 94010-1882

Omar M. Gonzalez, Coordinator

SUBJECT: Notice of Impact in the COWY District

Dear Mr. Gonzalez,

This letter is with regard to the removal of equipment in the Alamosa, CO Post Office. In order to minimize the impact due to the workload reductions as a result of the removal of equipment we are authorizing the withholding of four (4) residual vacancies at the same (Level 7 and Level 6) or lower level in surrounding installations within a 100 mile radius. These positions include clerk, carrier, mail handler and custodial craft positions.

If you have any questions, please contact Scott Sutton Western Area Labor Relations at 303-313-5449.

Scott Sutton for
Simon Storey
Manager Human Resources (A)
Western Area

Attachments: Impact Report, Seniority List, Map, Supportive Documentation

Cc: Manager Labor Relations Western Area
Manager Programs Delivery Support, Western Area
Manger In-Plant Support Western Area
District Manager COWY
Manager Human Resources COWY
Manager Labor Relations COWY
NALC Region 4
NPMHU Regional Director Denver

WorkHour Impact Report

Impacted Bid Cluster	ALAMOSA POST OFFICE
Installation Address	
Area Name	WESTERN
Impact Type	Reduction Other Than by Attrition
Date of Impact	02/12/2011
Period (Dates) of Review Performed	11/21/2009 thru 11/19/2010
Report Prepared By	Kathleen Jackson
Report Prepared Date	12/14/2010
Reviewed By	Selwyn Epperson
Phone	(303) 853-6160

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	838	684	-154	-616	-8008	-4	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	79	9.4%	-42.4	0		37	5.4%

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	
management plans to terminate dual appointment on RCA due to CSBCS removal	

Part Time Flexible (PTFs)

a. Current Number of CLERK PTFs on Rolls	5
b. Current Total Non-OverTime CLERK PTFs Hours per Month	760
c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month	-
d. Number of CLERK PTFs that will have Reduced Hours	3
e. Will there be any CLERK PTFs Excessed from Craft or Installation	YES
If Yes how Many CLERK PTFs	2
f. Provide Narrative Explaining need for Excessing	
Relocating the CSBCS operation out of Alamosa will result in an impact reduction to two level 06 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	
n/a	

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	
n/a	

Full Time Regular (FTRs)

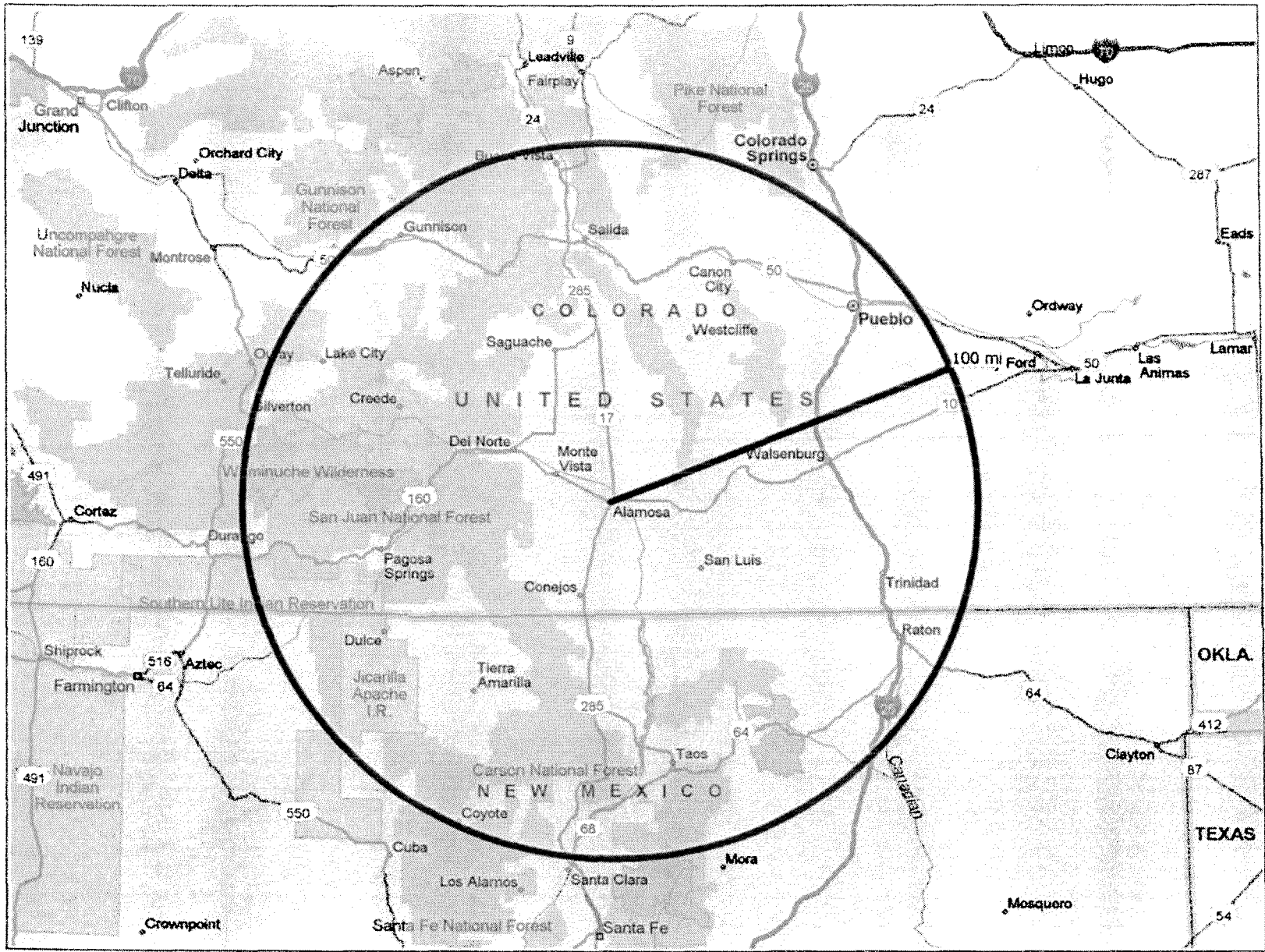
a. Current Number of CLERK FTRs on Rolls	18
b. Planned Number of CLERK FTR Positions After Impact	16
c. Estimated Number of CLERK FTR Attrition	0
d. Will there be any CLERK FTRs Excessed from Craft or Installation	YES
If Yes how Many CLERK FTRs	2
e. Provide Narrative Explaining need for Excessing	
Relocating the CSBCS operation out of Alamosa will result in an impact reduction to one level 07 FTR, one level 06 FTR	

WorkHour Impact Report-CLERK

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-288
b. Planned Reduction in Total OT Hours per Month	-170
c. Planned Reduction in Casual Non-OT Hours per Month	0
d. Planned Reduction in PTF Non-OT Hours per Month	-328
e. Planned Reduction in TE Non-OT Hours per Month	0
e. Total Planned Non-OT Hours per Month	2736
f. Total FTE Savings	-4

Pueblo, Colorado, United States



OFFICE	FULL NAME	EMP ID	JOB ID	JOB TITLE	PAY LEVEL	D/A	SEN #	VET PREF	SEN DATE CRAFT
ALAMOSA P	SHAWCROFT BRYON	3013658	95846441	MAIL PROCESSING CLER	6	110	1	N	11/7/1998
ALAMOSA P	SOWARDS L S.	3017739	95501134	DIST WINDOW CLK	6	110	1	N	9/9/1989
ALAMOSA P	WHITE ARTHUR J.	3023823	70444353	SALES, SVCS/DISTRIBUTI	6	110	1	Y	12/15/2001
ALAMOSA P	GILMARTIN THOMAS F	3088058	95659592	MAIL PROCESSING CLER	6	110	1	N	6/12/1993
ALAMOSA P	BROWNLOW ROBERT	3196581	95652026	MAIL PROCESSING CLER	6	110	1	N	2/28/1998
ALAMOSA P	TRUJILLO WAYNE T.	3257135	95804258	SALES, SVCS/DISTRIBUTI	6	110	1	Y	7/15/2000
ALAMOSA P	SISNEROS MARY DIAN	3263852	70444352	SALES, SVCS/DISTRIBUTI	6	110	1	N	10/6/2001
ALAMOSA P	GALLEGOS JR RICHA	3282149	95503458	SALES, SVCS/DISTRIBUTI	6	110	1	N	6/21/1986
ALAMOSA P	VALERIO JOSHUA D.	3310694	95796397	MAIL PROCESSING CLER	6	110	1	N	9/26/1998
ALAMOSA P	GILLASPIE NINA K.	3358808	95723493	DIST WINDOW CLK	6	110	1	N	2/4/1978
ALAMOSA P	GONZALES GENEVIEV	3370792	70444355	SALES, SVCS/DISTRIBUTI	6	110	1	N	5/26/2007
ALAMOSA P	ELLSWORTH JAMES A	3387337	95678639	MAIL PROCESSING CLER	6	110	1	Y	3/24/1990
ALAMOSA P	VARGAS RUDOLFO	3390550	95601236	MAIL PROCESSING CLER	6	110	1	N	1/13/2001
ALAMOSA P	MEDINA LARRY O.	3610316	70444354	SALES, SVCS/DISTRIBUTI	6	110	1	Y	9/3/2005
ALAMOSA P	JOHNSON MARK A.	3116165	95836953	GENERAL EXPEDITOR	7	110	1	N	9/22/2001
ALAMOSA P	ORTIZ RONNIE D.	3191996	95717845	GENERAL EXPEDITOR	7	110	1	N	4/27/1996
ALAMOSA P	TIBBETTS MARTHA I.	3296458	70445362	LEAD SALES & SERVICES	7	110	1	N	5/28/1994
ALAMOSA P	MARTINEZ GILBERT P	3240987	95745025	SALES, SVCS/DISTRIBUTI	6	110	2	N	9/9/1989
ALAMOSA P	RIPPE-VENTER BREND	3099325	70409034	MAIL PROCESSING CLER	6	410	1	N	2/13/2010
ALAMOSA P	SANDOVAL WAYNE J.	3149296	70418062	MAIL PROCESSING CLER	6	410	1	N	3/13/2010
ALAMOSA P	MARTINEZ SALVADOR	3579302	70116579	SALES, SVCS/DISTRIBUTI	6	410	1	N	12/10/2005
ALAMOSA P	LUCERO JEFFERY D.	3739515	70414257	MAIL PROCESSING CLER	6	410	1	N	2/27/2010
ALAMOSA P	ROTHERMICH PEGGY	3237971	70414256	MAIL PROCESSING CLER	6	410	2	N	2/27/2010

APWU

2002

**MEMORANDUM
OF
LOCAL
UNDERSTANDING**

ALAMOSA CO

81101

**ADDENDUM
TO
ALAMOSA LMOU
2002**

**THIS ADDENDUM PERTAINS TO ITEM 9: DETERMINATION OF
MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE
EACH WEEK DURING CHOICE VACATION PERIOD OF THE ALAMOSA
LMOU 2002**

**On December 3, 2009 the Alamosa Local President, Mark Johnson
and Postmaster Christie Bauer met and agreed to the following changes
to Item 9 of the Local Memorandum of Understanding:**

1. "4 employees will be allowed off during choice vacation time" will be amended as follows:

"There will be no more that 3 clerks on bid annual per week and of those three clerks only 2 clerks can be off from the same Tour. Further, that Military Leave or extended sick leave will not be counted against the 3 clerk limit."

2. "4 employees will be allowed off during non choice vacation time" will be amended as follows:

"There will be no more that 3 clerks on bid annual per week and of those three clerks only 2 clerks can be off from the same Tour. Further, that Military Leave or extended sick leave will not be counted against the 3 clerk limit."


The following is added to Item 9 as clarification of incidental leave:

Incidental leave will not be denied due to having 2 clerks off on one Tour or 3 clerk limit per week. Incidental leave approval will be based on the current manning, making dispatches, and Management's ability to cover that incidental leave.

SPECIAL NOTE:

In the event that manning increases to the original complement union and management agrees to bring this issue back to the table.


Mark Johnson, President (Local)


Christie Bauer, Postmaster


BOB WHITE VICE Pres (Local)


Wayne Zill

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ITEM 1: ADDITIONAL OR LONGER WASH UP TIMES

Reasonable wash up time will be granted before lunch and end of tour for those employees who perform dirty work or work with toxic materials.

ITEM 2: ESTABLISHMENT OF A REGULAR WORKWEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF

Jobs within the Alamosa Post Office shall remain on a regular work week of five days with fixed days off.

ITEM 3: GUIDELINES FOR CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS

The decision for curtailment or termination of postal operations to conform to the orders of local authorities, or as local conditions warrant because of emergency conditions, shall be made by the installation head.

ITEM 4: FORMULATION OF LOCAL LEAVE PROGRAM

1. The vacation board and bidding schedule will be posted November 1.
2. The schedule will assign each employee a date upon which to place a bid for vacation for both first and second round. Should an employee miss their day, they will be required until the next round, or the completion of round 2. If employees are scheduled off, on annual or sick leave, they must phone or mail their request to the Postmaster.
3. Employees will use Form 3971 in duplicate for vacation bid request.
4. Bids must be in 40 hour increments, (excepting holiday weeks) and run Saturday to Friday.
5. Prior to submitting bid, employees must have or expect to have sufficient annual leave balances. Supervisors will be responsible to verify balances prior to bidding.
6. When vacation time is cancelled by the employee, the employee will give a minimum of two weeks notice in writing, except in emergency situations. Cancellations will be in full week, 40 hour, Saturday to Friday, increments.

vacation period will be bid, by seniority, from the vacant employee down. Posting will be done by management for a ten day period. Management reserves the right to reserve posting in special case or emergencies caused by an unusual amount of sick leave, military leave, or FMLA.

ITEM 5: DURATION OF CHOICE VACATION PERIOD

1. The choice vacation period will begin on May 1st and end on November 30.
2. Prior to the posting of the vacation schedule, APWU officials and management will meet to select 3 consecutive weeks (to be called Spring break) and to be added to the choice vacation period for that year.

ITEM 6: DETERMINATION OF BEGINNING DAY OF EMPLOYEES VACATION PERIOD

The beginning day of the employee vacation period will be Saturday, and return to work on the following Saturday.

ITEM 7: WHETHER EMPLOYEES, AT THEIR OPTION, MAY REQUEST TWO SELECTIONS DURING CHOICE VACATION PERIODS, IN UNITS OF 5 OR 10 DAYS

In accordance with the National Agreement, Article 10.3.d.

ITEM 8: WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.

Any employee who is called for jury duty during the employee's scheduled vacation schedule or who attends a National State or Regional Convention during choice vacation period is eligible for another available period provided this does not deprive any other employee of first choice for scheduled vacation.

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EMPLEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING CHOICE VACATION PERIOD.

- 1. 4 employees will be allowed off during choice vacation time
- 2. 4 employees may be allowed off during non choice vacation time.

ITEM 10: ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THEIR APPROVED VACATION SCHEDULE

Duplicate copy of 3971 will be returned to the employee within 24 hours of vacation bid selection.

ITEM 11: DETERMINATION OF DATE AND MEANS OF NOTIFYING EACH EMPLOYEE OF THE BEGINNING OF THE NEW LEAVE YEAR

Management will post on official bulletin boards the beginning date of the new year from the Postal Bulletin

ITEM 12: PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN CHOICE VACATION PERIOD.

- 1. Clerks requesting leave outside the choice period must submit Form 3971.
- 2. Management will reply, indicating approval, disapproval, or continuance, within 72 hours of receipt of 3971
- 3. Daily leave and leave in advance will be granted on a first come first serve basis
- 4. Annual leave requests of less than whole week increments will not be accepted when submitted more than 60 days in advance.
- 5. Annual leave requests for full week increments, Saturday through Friday, will not be accepted more than 6 months in advance.
- 6. These rules will also apply, but not limited to, weddings, graduations, extended trips, etc. that require advance planning.

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and by tour, the order of receipt of
in 3971 for identical days. The earliest dated request will be honored
numerical order when sufficient replacements are not available to honor
all requests.

ITEM 13: METHOD OF SELECTING EMPLOYEES TO WORK ON HOLIDAY.

The selection of employees to work holidays will be in the order below:

- All casuals
- All PTFs
- Volunteers to work holiday or designated holiday
- Volunteers to work non scheduled day on overtime
- Employees not volunteering to work non scheduled day by juniority
- Employees not volunteering to work holiday or designated holiday

A volunteer list will be posted one week prior to the posting of the holiday schedule.

ITEM 14: WHETHER "OVERTIME DESIRED" LIST SHALL BE BY SECTION OR TOUR.

The Overtime Desired list shall be by tour.

ITEM 15: NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN THE CRAFT OR OCCUPATIONAL GROUP RESERVED FOR TEMPORARY OR LIGHT DUTY ASSIGNMENTS

Comply with Article 13

ITEM 16: METHOD TO USE IN RESERVING LIGHT DUTY ASSIGNMENTS SO NO REGULARLY ASSIGNED MEMBER OF THE WORKFORCE IS ADVERSELY AFFECTED.

Comply with Article 13

ITEM 7 IDENTIFICATION OF ASSIGNMENTS TO BE CONSIDERED LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.

Comply with Article 13

ITEM 18: IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION, EMPLOYEES EXCESS TO THE NEEDS OF THE SECTION.

* The entire clerk craft will be considered a section when reassigning excess clerk employees.

ITEM 19: ASSIGNMENT OF EMPLOYEE PARKING SPACES

Parking spaces in excess of USPS needs will be available on a first come first serve basis.

ITEM 20: DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO THE DETERMINATION OF THE CHOICE VACATION SCHEDULE IS PART OF THE TOTAL CHOICE VACATION PLAN

Annual leave to attend union activities submitted prior to the determination of choice vacation schedule will be considered part of the total choice plan.

ITEM 21: OTHER ITEMS SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT

1. Joint Safety and Health Committee
A Joint Labor Management Safety and Health Committee shall be established as provided in Article 14 of the National Agreement. The President of the Alamosa local or his or his designee shall serve as committee member. The Alamosa Local and the Employer endorse and actively support the rules and regulations for promoting safety and health. Meetings of the Committee shall be held on official time as deemed necessary by the Committee. Special meetings of the Safety and Health Committee may be called by either party in emergency situations.

2. **Labor Management Meetings**
 - a) The Installation Head shall meet with appropriate representatives of the Alamosa Local for Labor Management Meetings quarterly in January, April, July, and October, and any other time as may be mutually agreed upon. Meetings may be changed by mutual agreement only. Meetings shall be convened as necessary to dispose of all business. Emergency meetings may be scheduled on a unilateral basis
 - b) The total number of representatives of the Alamosa Local at a Labor Management meeting may be up to three members
 - c) Minutes of the Labor Management meetings shall be kept by both parties and copies shall be exchanged and initialed by the parties for verification. Any agreement reached at such meetings shall be reduced to writing and signed by both parties. These agreements shall not be changed without prior notification and negotiation between parties.

3. **Inspection of OPF**

A clerk, upon request, will have the right to inspect their personnel jacket at any time, in accordance with postal regulations and policies. (by appointment with the Installation Head). The local union officials, shall also have the right to inspect any jacket if accompanied by the clerk making the request, and/or in accordance with the Administrative Support Manual, 353 and 424. Employees may provide union officials with written permission to view an OPF without their presence.

**ITEM 22: LOCAL IMPLEMENTATION OF THIS AGREEMENT
RELATING TO SENIORITY, REASSIGNMENT, AND POSTING**

1. The senior qualified applicant for a vacant assignment shall be placed in the new assignment with 14 days of the closing of the bid, excluding the month of December
2. No assignment will be reposted due to any changes in time unless it exceeds one hour or as specified in Article 37.
3. An updated roster listing all clerks in order of seniority in the installation shall be posted every 6 months
4. Posting and reassignments will be consistent with Article 37.

This local MEMORANDUM OF UNDERSTANDING completely supercedes any previous local MEMORANDUM OF UNDERSTANDING. This MEMORANDUM OF UNDERSTANDING shall be the same as that as that of the National Agreement between parties, and supplements and amendments shall be in accordance with Article 30 of the National Agreement. The MEMORANDUM OF UNDERSTANDING shall remain in force throughout the term of the National Agreement.

IN WITNESS THEREOF:

For the US Postal Service:

For the American Postal Workers Union:

Michaela Smith

Ron Ortiz

date: May 5, 2002

date: 5/15/02

Michaela Smith
Officer In Charge
US Postal Service
Alamosa CO 81101-9998

Ron Ortiz
President
APWU Local
Alamosa CO 81101-1430