



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

February 3, 2011

- Withholding Info
- Staffing Issue(s)
- Status Update
- Grievance Administration
- Please review, take action and reduce issues to writing
- Comments

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 Impacts in Portland District

Dear Mr. Gonzalez,

This letter is with regard to the workload review in the Clackamas, OR Post Office. In order to minimize impact due to the workload reductions we are authorizing the withholding of one (1) residual vacancy at the same (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 Portland  
 Manager Human Resources Portland  
 Manager Labor Relations Portland  
 District Manager Seattle  
 Manager Human Resources Seattle  
 Manager Labor Relations Seattle  
 NALC Region 2  
 NPMHU Regional Director Denver

# WorkHour Impact Report

Impacted Bid Cluster	CLACKAMAS POST OFFICE
Installation Address	
Area Name	WESTERN
Impact Type	Reduction Other Than by Attrition
Date of Impact	05/06/2011
Period (Dates) of Review Performed	12/19/2009 thru 12/03/2010
Report Prepared By	Michael McGuire
Report Prepared Date	01/27/2011
Reviewed By	Terry Anderson
Phone	(503) 294-2502

# 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	284	250	-34	-136	-1768	-1	1456

## 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	39	13.7%	-26	0		13	5.2%

## WorkHour Impact Report

### Casuals

a. Current Number of CLERK Casuals on Rolls	1
b. Current Total Non-OverTime CLERK Casuals Hours per Month	104
c. Planned Reduction in Total Non-OverTime CLERK Casuals Hours per Month	-4
d. Number of CLERK Casuals that will have Reduced Hours	1
e. Number of CLERK Casuals that will be Terminated	0
f. Number of CLERK Casuals Remaining After Impact	1
g. Provide Narrative Justifying need for Remaining CLERK Casuals	
One FTR on extended FMLA. Expected return, 3/31/11	

### Part Time Flexible (PTFs)

a. Current Number of CLERK PTFs on Rolls	2
b. Current Total Non-OverTime CLERK PTFs Hours per Month	248
c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month	-8
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	
Flexibility of PTF needed in office for workload in AM and end of day.	

### 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	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	
No 8 within 10 hours available for this position.	

## WorkHour Impact Report-CLERK

### Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-124
b. Planned Reduction in Total OT Hours per Month	-104
c. Planned Reduction in Casual Non-OT Hours per Month	-4
d. Planned Reduction in PTF Non-OT Hours per Month	-8
e. Planned Reduction in TE Non-OT Hours per Month	0
e. Total Planned Non-OT Hours per Month	1000
f. Total FTE Savings	-1

**Clackamas DCU****Date Reviewed**

9/20/2010

**Current Clerk Staffing**4 FT  
2 PTF  
1 CAS**CSV earned Staffing**52 weeks - 5  
26 weeks - 5**Vacant Positions**

None

**Residual Positions****Clerk**

Dennis Grover	8:30
Robert Macaulay	2:00
Maily Navarro	2:00
Chris Sansburn	2:00

**BT****Skills**

No Window/scheme
No Window/scheme
No Window/scheme
No Window/no scheme

**PTF**

Darlene Link	8:00
Barry Brandt	8:30

Window
Window/scheme

**Casual**

Danil Kirchev	4:00
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No scheme
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**Truck Schedules:** Mon-Sat 1:55, 3:45, 6:25, 7:55**Caller Door**

Mon-Sat As needed

**Window**

No Window

**Potential Savings**

There is potential for savings in LDC43 by consolidating the parcel containers into one horseshoe configuration. This would require additional scheme training for the distribution clerks. Parcels do not come separated by zones. Currently there are three different sorting areas for parcels with three different clerks sorting only to their own zip code. These three distribution clerks move to the Main Office to finish their day in the box section. Bid positions and scheduling should be reviewed to match earned workload.

**Additional Comments**

Currently there is one clerk and one carrier with restrictions assigned to do clerk work. These clerks have been negatively impacting performance and unsupported hours in function four. There is also one hour of credit that will be added for the unfunded dutch door operation. The current complement mix does not allow for the needed flexibility to adjust to the daily fluctuation in workload.

**Bidding Activity**

**Clackamas Main Office****Date Reviewed**

9/20/2010

**Current Clerk Staffing**

3 FT

**CSV earned Staffing**

52 weeks -4

26 weeks - 4

**Vacant Positions**

None

**Residual Positions****Clerk**

Ronald Aman

Kelly Amos

Kathy Goebel

**BT**

8:20

8:45

8:45

**Skills**

Window/scheme

Window/no scheme

Window/scheme

**Truck Schedules:** Mon-Sat 4:10, 6:50**Caller Door**

Mon-Sat As needed

**Window**

Mon-Sat 8:30 – 17:00

Sat 1000 – 17:00

**Potential Savings**

There are potential savings at the Main Office by scheduling and working to the earned workload. Three clerks at the DCU currently travel to the Main Office to finalize the box section. The bid positions and scheduling for the Main Office should be reviewed to accomplish the earned workload within the timeframes using the guidelines in the 1994.

**Additional Comments****Bidding Activity**



Clackamas DCU and MO 10 25 2010 1994FY AA.xls  
PROJECTED

Assignments			Day(s) of the Week:											Date: 5/13/2009												
Reference #	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			par		scan	flats		doc																
	Flex	6.25			par		scan	left		re																
	Flex	5.50			sprd					re																
	FT Reg.	8.00																								
	Flex	3.00																								
	FT Reg.	8.00																								
	FT Reg.	8.00																								
	FT Reg.	8.00																								

  

Scheduled	Planned	LDC 41	0.00	Avg	Holiday	Annual
FT Reg.	5	40.00	14.00	HARD TIME		
		ST 43	0.00	SOFT TIME		
Flex	3	14.75	4.25	LDC 43	84.00	70.00
		LDC 44	17.25	LDC 44	25.00	21.25
Total =	8	54.75	0.00	LDC 45	94.75	69.00
		LDC 46	13.75	HARD TIME	0.00	0.00
Total	Total	ST 43	6.50	SOFT TIME	110.00	96.25
Hard Time	Soft Time	LDC 33	0.00	LDC 33	0.00	0.00
27.75	5.50		54.75	Total	313.75	256.50
						15,743

  

3/8/2010 ds
Carrier Cutoff Time
Box Cutoff Time:

# Seniority Report

<b>Area</b> WESTERN - E	<b>Tour</b> ALL
<b>Cluster</b> PORTLAND PFC - 970	<b>Zone</b> ALL
<b>MSC</b> blank	<b>LDC</b> ALL
<b>Bid Cluster</b> blank	<b>Sections</b> ALL
<b>MPOO</b> ALL	<b>Level</b> ALL
<b>Office</b> CLACKAMAS PO - 401680	<b>Category</b> ALL
<b>Unit Name</b> ALL	<b>Functions</b> ALL
<b>PIL</b> ALL	<b>Craft</b> CLERK
<b>Title</b> ALL	<b>Job Note</b> NONE
<b>Employee Note</b> NONE	

Name	Seniority #	PIL	Level	Vet	Start	Days Off
1GROVER, DENNIS K	03/07/1992 001	040	06		N 0830	SUNROT
2AMOS, KELLY E	05/01/1993 001	041	06		N 0815	ROTROT
3MACAULAY, ROBERT P	01/21/1995 001	040	06		N 0200	SUNROT
4AMAN, RONALD D	03/04/1995 001	041	06		N 0845	SUNFRI
5NAVARRO, MAILYN Y	09/30/1995 001	040	06		N 0200	SUNROT
6LINK, DARLENE	03/24/1998 001	045	06		N	
7SANSBURN, CHRIS S	06/24/2006 001	040	06		N 0200	SUNROT
8BRANDT, BARRY W	08/25/2010 001	045	06		Y 0800	SATSUN

