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APWU
MAY 24 2010
WESTERN REGION
COORDINATOR

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

May 20, 2010

- 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
 500 Airport Blvd., Suite 450
 Burlingame, CA 94010-1940

Omar M. Gonzalez, Coordinator

SUBJECT: Notice of Impacts in the COWY District

Dear Mr. Gonzalez,

This letter concerns the removal of equipment and the reduction of workload due to the removal of equipment in the Littleton, CO Post Office. In order to minimize the impact due to the planned excessing we are authorizing the withholding of sixteen (16) residual vacancies at the same or lower level in surrounding installations within a 100-mile radius of the Littleton, CO Post Office. As information the sixteen (16) affected Maintenance employees at the Littleton, CO Post Office hold the position of one (1) Building Equipment Mechanic/Level 9/Occ.Code 53060002, four (4) Electronic Technicians/Level 10/Occ.Code 8560020, eight (8) Maintenance Mechanics/Level 7/Occ.Code 474903XX, one (1) Maintenance Support Clerk/Level 7/Occ.Code 030302XX, and one (1) Laborer Custodian/Level 4/350203XX.

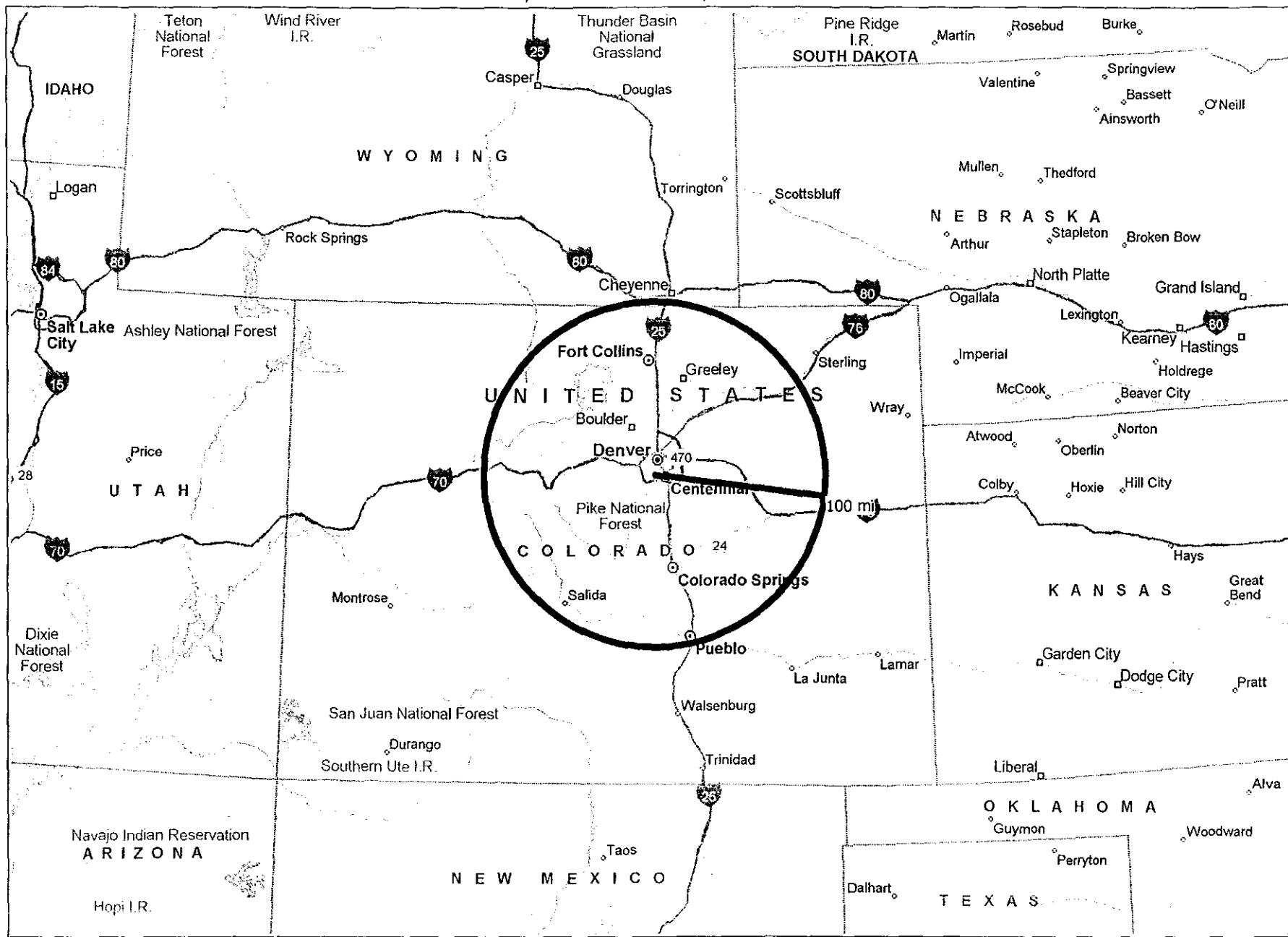
If you have any questions, please contact Scott Sutton Western Area Labor Relations at 303-313-5449.

Scott Sutton for
 Valerie E. Martin
 Manager Human Resources
 Western Area

Attachments: Impact Report, Radius Map, Maintenance Seniority List

- 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

Colorado, United States, North America



0 mi 100 200 300

WorkHour Impact Report

Impacted Bid Cluster	LITTLETON POST OFFICE
Installation Address	
Area Name	WESTERN
Impact Type	Reduction Other Than by Attrition
Date of Impact	08/14/2010
Period (Dates) of Review Performed	05/09/2009 thru 05/07/2010
Report Prepared By	Kathleen Jackson
Report Prepared Date	05/19/2010
Reviewed By	Selwyn Epperson
Phone	(303) 853-6160

WorkHour Impact Report

Craft = MAINTENANCE

	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	967	364	-603	-2412	-31356	-17	1820

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 MAINTENANCE Casuals on Rolls	3
b. Current Total Non-OverTime MAINTENANCE Casuals Hours per Month	384
c. Planned Reduction in Total Non-OverTime MAINTENANCE Casuals Hours per Month	-128
d. Number of MAINTENANCE Casuals that will have Reduced Hours	0
e. Number of MAINTENANCE Casuals that will be Terminated	-1
f. Number of MAINTENANCE Casuals Remaining After Impact	2
g. Provide Narrative Justifying need for Remaining MAINTENANCE Casuals casual needed to cover A Morales absence and J Cannon attrition effective 5/31/10	

Part Time Flexible (PTFs)

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

Transitional Employees (TEs)

a. Current Number of MAINTENANCE TEs on Rolls	0
b. Current Total Non-OverTime MAINTENANCE TE Hours per Month	0
c. Planned Reduction in Total Non-OverTime MAINTENANCE TE Hours per Month	0
d. Number of MAINTENANCE TEs that will have Reduced Hours	0
e. Number of MAINTENANCE TEs that will be Terminated	0
f. Number of MAINTENANCE TEs Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining MAINTENANCE TEs n/a	

WorkHour Impact Report

Part Time Regular (PTRs)

a. Current Number of MAINTENANCE PTRs on Rolls	1
b. Planned Number of MAINTENANCE PTR Positions after Impact	1
c. Estimated Number of MAINTENANCE PTR Attrition	0
d. Will there be any MAINTENANCE PTRs Excessed from Craft or Installation	NO
MAINTENANCE PTRs	0
e. Provide Narrative Explaining need for Excessing	
n/a	

Full Time Regular (FTRs)

a. Current Number of MAINTENANCE FTRs on Rolls	24
b. Planned Number of MAINTENANCE FTR Positions After Impact	8
c. Estimated Number of MAINTENANCE FTR Attrition	1
d. Will there be any MAINTENANCE FTRs Excessed from Craft or Installation	YES
If Yes how Many MAINTENANCE FTRs	15
e. Provide Narrative Explaining need for Excessing	
Relocating DBCS from LIT PO will result in the need to excess: one BEM PS09, four ET PS10, eight MM PS07, one MOS PS07 and two L/C PS04.	

WorkHour Impact Report-MAINTENANCE

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-2284
b. Planned Reduction in Total OT Hours per Month	0
c. Planned Reduction in Casual Non-OT Hours per Month	-128
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	1456
f. Total FTE Savings	-17

OFFICE	FULL NAME	EMP ID	SSN	JOB TITLE	REG	PL	GR	AGE	SEX	DATE HIRED
LITTLETON	WATSON MICHAEL	3099503	95846561	BUILDING EQUIPMENT	9	167	3B	37	Y	7/15/2000
LITTLETON	BENDER LARRY L.	3200627	95512086	ELECTRONIC TECHNIC	10	168	3B	36	N	1/12/1991
LITTLETON	VILLARREAL RICAR	3230256	95779291	ELECTRONIC TECHNIC	10	168	3B	36	N	2/6/1993
LITTLETON	MINUTILLO MICHAEL	3120672	95613912	ELECTRONIC TECHNIC	10	168	3B	36	N	3/9/2002
LITTLETON	NGO CHAU D.	4055317	95577538	ELECTRONIC TECHNIC	10	168	3B	36	N	2/16/2008
LITTLETON	BRANNIGAN PATRIC	3213926	95861806	LABORER CUSTODIAL	4	166	3B	38	N	7/5/1986
LITTLETON	SNIPES JR GEORGE	3268007	95691024	LABORER CUSTODIAL	4	166	3B	38	Y	2/6/1993
LITTLETON	BARCELONA MANU	3174864	95625239	LABORER CUSTODIAL	4	166	3B	38	N	11/9/1996
LITTLETON	ELLIS JOHN W.	3024353	95799494	LABORER CUSTODIAL	4	166	3B	38	N	5/23/1998
LITTLETON	GOMEZ RUBEN G.	3306036	70170848	LABORER CUSTODIAL	4	166	3B	38	Y	12/19/1998
LITTLETON	CANNON JR JAMES	3040078	95749628	LABORER CUSTODIAL	4	166	3B	38	Y	12/2/2000
LITTLETON	MORALES ANGELIT	3203531	95774324	LABORER CUSTODIAL	4	166	3B	38	N	2/8/2003
LITTLETON	TURNER WALLACE	3134285	70070257	LABORER CUSTODIAL	4	166	3B	38	Y	4/28/2007
LITTLETON	DELAPP PATRICK L.	3343494	95524094	LABORER CUSTODIAL	4	166	3B	38	Y	9/29/2007
LITTLETON	DAVIS ROBERT P.	4059627	95614565	LABORER CUSTODIAL	4	166	3B	38	Y	3/15/2008
LIT-HIGHLAN	TRUJILLO LORRAIN	3281987	70171057	LABORER CUSTODIAL	4	366	3B	38	N	12/19/2009
LITTLETON	HULL DALE L.	3072451	70181582	MAINTENANCE MECHA	7	168	3B	36	Y	9/18/1982
LITTLETON	ORTIZ ADAM M.	3260050	95854224	MAINTENANCE MECHA	7	168	3B	36	N	10/28/1995
LITTLETON	ROBERTS DWIGHT	3281334	95660040	MAINTENANCE MECHA	7	168	3B	36	N	4/1/2006
LITTLETON	STALLINGS JAMES	3228308	70158552	MAINTENANCE MECHA	7	168	3B	36	N	6/9/2007
LITTLETON	ABDELRAHMAN MO	3179557	95614469	MAINTENANCE MECHA	7	168	3B	36	N	12/12/2007
LITTLETON	MADRID JEFFERY P	3412010	95700831	MAINTENANCE MECHA	7	168	3B	36	N	3/1/2008
LITTLETON	STAHL DARREN S.	3619724	95688472	MAINTENANCE MECHA	7	168	3B	36	N	3/15/2008
LITTLETON	BANTI BAYU G.	3336634	70165653	MAINTENANCE MECHA	7	168	3B	36	N	3/27/2010
LITTLETON	BENITEZ HELEN B.	3095911	95643576	MAINTENANCE SUPPO	7	166	3B	38	N	5/28/1994

AMERICAN POSTAL WORKERS UNION

LITTLETON LOCAL

LITTLETON POST OFFICE
LITTLETON, COLORADO

ARTICLE 30

MEMORANDUM OF UNDERSTANDING

LOCAL IMPLEMENTATION

MAY 2007

MEMORANDA OF UNDERSTANDING

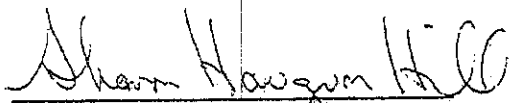
This Memorandum of Understanding is entered into on May 31, 2007 at Littleton, Colorado, between the representatives of the United States Postal Service and the American Postal Workers Union pursuant to the local implementation provisions of the 2006 National Agreement. This Memorandum of Understanding constitutes the entire agreement of Article 30 relating to local conditions of employment in the Littleton Post Office.

DURATION

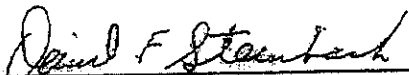
The terms of the Memorandum of Understanding shall be effective upon signature by the employer and the union, and remain in full force and in effect during the 2006 National Agreement, and until the signing of the 2010 Local memorandum of Understanding, providing the employer and the union reach an agreement at the National level, and local implementation procedures are contained in the 2010 National Agreement.

RECOGNITION

The employer recognizes the Littleton Area Local of the APWU, AFL-CIO as the exclusive bargaining representative for all Littleton postal employees in the following crafts as certified and recognized at the National level: Clerks and Maintenance.



Sharon Haugum Hill, Postmaster
Littleton Post Office



David F. Steinbach, President
Area Local, American Postal
Workers Union

ARTICLE 1. – UNION RECOGNITION

Section 1. Union

The Employer recognizes the Union designated below as the exclusive bargaining representative of all employees in the bargaining unit for which each has been recognized and certified at the nation level:

American Postal Workers Union, AFL-CIO.....Maintenance Employees
American Postal Workers Union, AFL-CIO.....Special Delivery Messengers
American Postal Workers Union, AFL-CIO.....Motor Vehicle Employees
American Postal Workers Union, AFL-CIO.....Postal Clerks
American Postal Workers Union, AFL-CIO..... Mail Equipment Shops Employees
American Postal Workers Union, AFL-CIO.....Material Distribution Centers Employees

ARTICLE 8. – HOURS OF WORK

Section 3. Exceptions

- a. A schedule will be posted by Wednesday proceeding the work week for part-time flexible employees. The supervisor shall notify the employee of a change in schedule on the day prior to the change; however, this does not relieve the PTFS clerk of his responsibility to check the schedule before leaving.

Section 4. Overtime Work

- g. Employees shall not be required to work overtime with less than one (1) hour notice.

Section 5. Overtime Work

- B. The overtime desired list shall be by Section and Tours and must be posted on the bulletin board at all times.
- B.2.b A thorough and complete record of all overtime offered, worked, or excused for each employee shall be maintained by the Employer and will remain accessible for review by the Union representative. A copy of this record shall be furnished to the Union at the close of each quarter.

Section 9. Wash-up Time

Installation head shall grant reasonable wash-up time, not to exceed five (5) minutes prior to lunch break and immediately prior to the end of tour. If conditions warrant employees may be granted additional time.

ARTICLE 10. – LEAVE

Section 3. Duration of the Choice Vacation Period

- C. The choice vacation period shall extend from the beginning of the 2nd week of May of the leave year through the third week of September. The choice period shall also include the weeks before and after Easter, the week of and the week after Thanksgiving, and the period between Christmas and New Year's Day. All vacation time remaining shall be non-choice time.

Section 3. Choice of Vacation Period

- D. Annual leave shall be granted as follows:
1. Employees who earn 13 days annual leave per year shall be granted up to ten (10) days of continuous annual leave during the choice period. The number of days of annual leave, not to exceed ten (10), shall be at the option of the employee.
 2. Employees who earn 20 or 26 days annual leave per year shall be granted up to fifteen (15) days of continuous annual leave during the choice period. The number of days of annual leave, not to exceed fifteen, shall be at the option of the employee.
 3. An employee may, at the employee's option, request two (2) selections during the choice period, in units of either 5 or 10 working days, the total not to exceed the ten (10) or fifteen (15) days above.
 4. Installation head and APWU President or designee will meet at the conclusion of choice vacation bidding to determine annual leave balances and employees eligible for further vacation selections. Employees who have bid all available annual leave during the first round of vacation bidding are no longer eligible to bid vacation periods. All employees who do have annual left may now bid any open weeks remaining on the schedule and not necessarily consecutive.
 5. Mutual exchanges of annual leave weeks will not be permitted.

6. Vacancies

- a. When a vacancy occurs in the annual leave schedule, the period involved will be posted for bid, by group, on the bulletin board for seven (7) days.
- b. The senior bidder in that group will be granted annual leave for the weeks posted.
- c. Bidding on another position within the Littleton Post Office does not constitute a vacancy in the leave schedule.
- d. Cancellation of bid weeks will be submitted ten (10) days prior to the start of vacation week in order to facilitate reposting. If the leave canceled is not done so ten (10) days in advance, reposting will not be necessary. In the event of such action, the APWU representative and management shall initial the notice of cancellation.

Section 3.E. Annual leave weeks will be Saturday through Friday unless exception is granted by agreement among the employee, the Union representative and the Employer.

Section 3.F. Jury duty and leave for National or State APWU conventions will not be charged to the choice vacation period.

Section 4. Vacation Planning

- A. Leave bidding shall commence no later than November 7 and shall end prior to January 7 of each calendar year unless mutually agreed to extend.
 1. Failure to supply bid dates within 48 hours after reviewing the official annual leave chart will result in being passed over.
 2. Bidding will be verified by the use of PS Form 3971, completed in duplicate by the clerk for each leave period being bid and the signed, dated, and approved duplicate returned to the clerk immediately.
 3. All craft employees requesting leave must obtain approval of a supervisor before taking leave.
 4. The percentage of employees who shall receive leave each week during the choice vacation period will be as follows. The rounding rule will apply. Any fraction .50 or over will raise the maximum number by (1) – any fraction .49 or less will be dropped.

5. For vacation bidding purposes only, annual leave shall be bid according to the following sections: Highlands Ranch – 5 sections.

Automation - (All clerks with automation as primary duty)	14%
Administrative - (All support, BRM and BMEU)	14%
Schemes – 80124, 80126, 80129 and 80130	14%
Tour 2 - Window/Box	14%
BME, MOS, Maintenance, Custodians	14%
Centennial Station - 1 section	14%
Columbine Hills - 1 section	14%
Ken Caryl Station - 1 section	14%
LMO/SSPC - 1 section	14%

*Only 1 BRM, 1 BMEU or 1 Review Clerk allowed off in any week.

Sections may be subject to change by joint agreement between the parties.

The official approved 3971 for each employee of the vacation selected will be maintained in the files of the Manager. A chart of the annual leave schedule will be posted on the official bulletin board. Management must maintain possession of the leave chart during circulation and selection of leave period and only management will record weeks selected by the employees on the leave chart.

6. The percentage of employees who shall receive leave each week during the non-choice vacation period shall be 12% by groups listed above, excluding the week prior to the week in which Christmas falls. This week shall be limited to 8%.

Section 4.C. Application for Incidental Leave

- A. Application for incidental annual leave will be made on Form 3971. It may be granted on a first-come, first-serve basis, subject to the need of the Littleton Post Office.
- B. Any craft employee requesting incidental annual leave on Form 3971 shall submit it in triplicate. One (1) copy will be signed and dated upon receipt and returned to employee. Disposition of the requested annual leave will be acted upon at the earliest foreseeable moment and in no instance later than the Wednesday preceding the requested time.

ARTICLE 11. – HOLIDAYS

Section 6. Employees will be selected to work on a holiday and/or a day designated as their holiday in the following order:

First Selection: All casuals and part-time flexibles with the needed skills, even if overtime payment is required.

Second Selection: VOLUNTEERS, full and part-time regular employees BY SENIORITY, with the needed skills, even if overtime payment is required.

Third Selection: NON-VOLUNTEERS, full and part-time regular employees BY JUNIORITY, with the needed skills, even if overtime payment is required.

The holiday schedule will be posted on the Tuesday preceding the service week in which the holiday falls. The supervisor for each section/station will be responsible for posting their own holiday schedule in the designated area.

ARTICLE 12. – PRINCIPLES OF SENIORITY, POSTING & REASSIGNMENT

Section 5. Reassignments

- b. In each craft under the jurisdiction of the Union, all assignments in the Littleton Post Office will be considered as one section for reassignment purposes only.
- c. All employees covered by this local agreement who desires a transfer to another craft shall submit a written request to the Postmaster. Qualified applicants will be given consideration prior to going to the register or a transfer from another office.

ARTICLE 13. – ASSIGNMENT OF ILL OR INJURED WORKFORCE EMPLOYEES

Section 3. Local Implementation

- A. When an employee requests a light duty assignment, the union representative and management will meet to determine the type of assignments that meet the employee's needs and the availability of those assignments.
- B. Some jobs that can be considered for temporary light duty assignment will be, but not limited to:
 - 1. Nixie Relief
 - 2. Box Section assistant
 - 3. Telephone Assistant

4. Office Help
5. Write and file forms for accountable mail

The above work assignments will not be granted to employees not covered by this Memorandum to the detriment of employees covered by this Memorandum.

- C. The assignment of a financial accountability will not be required of an employee placed on temporary light duty unless the employee requests such assignment.
- D. No light duty assignment will be established to the detriment of any regular bid job.
- E. First consideration for light duty assignments will be given to the individual's duty station if the work limitation contained in the medical recommendation can be satisfied and work is available in that duty station.

ARTICLE 14. – SAFETY AND HEALTH

Section 2. Cooperation

- A. Management will post on the official bulletin board, all available information which will assist an ill or injured employee in obtaining prompt attention. Management will assist an employee in the completion of forms relating to the illness or injury.
- B. Local Emergencies. In the event of an emergency which can be verified by Federal, State, or Local authority because of flood, storm, or other extreme environmental condition that prevents groups of craft employees from arriving at work, management officials, after discussing the situation with a representative of the local APWU, will consider the granting and/or use of administrative leave for the affected employee or group of employees, taking into consideration the severity of the existing condition in that specific instance.
- C. Postal authorities will consider curtailing or terminating postal operations to conform to orders of local authorities or as local conditions warrant. When so determined, an announcement will be made on local radio and/or television as detailed in applicable Standard Operating Procedures regarding this issue. Employees at work when such decision is made will be informed by management as soon as possible.

ARTICLE 17. – REPRESENTATION

Article 17, Section 3 of the 2006 National agreement shall apply.

ARTICLE 20. – PARKING

Section 1. The assignment of employee parking space shall be by seniority, regardless of craft.

ARTICLE 22. – BULLETIN BOARDS

- A. If possible, the official Bulletin Board will be located in a central location. If not feasible, each employee will be allotted a reasonable amount of time for access to the official Bulletin Board daily, at the discretion of the immediate supervisor based on time commitments to the Postal Service.
- B. The Littleton Local, APWU, must be given one (1) copy of any items posted pertaining to the employees represented by the Littleton Local, APWU. The local must receive said copies within 72 hours of posting to the Bulletin Board.

ARTICLE 37. – CLERK CRAFT

Section 3. Posting and Bidding

Newly Created Positions. The employer must meet with the local Union president or designee in order to establish a workable five day week and job description.

Current Positions. The employer must meet with the local Union president or designee prior to the posting of any current positions when a change has been made in that position. The employer must furnish facts and information to substantiate the change.

Section 3.D. Length of Posting

Any job that is posted for bid must be posted for a mandatory period of seven (7) days. All job postings will be posted by Tuesday.

Section 3.E. All jobs in this installation must be designated by Job Number, Tour, and Section and will be used in determining an employee's work area. Tours will be assigned according to the employee's hours of duty. Tours and sections will be defined as posted on job bids, unless otherwise defined in this Memorandum.

Section 3.F. Except in the month of December, the successful bidder must assume his/her newly bid position within a period not to exceed ten (10) days from notification of success, unless the position requires a Form 50, then the period will not exceed 21 days.

Section 4.C. Assignment of Unencumbered Employees

1. To the Same or Higher Level.

a. Full-time employees not encumbered in bid duty assignments should bid on duty assignments posted for bid. These employees shall be assigned to residual full-time duty assignments in the same or higher salary level for which employees meet the minimum qualifications. The assignments will be made in the following order:

(1) Currently Qualified Employees.

Offer residual assignments by seniority to employees who are currently qualified on all of the requirements of a residual assignment. If the employee is qualified on two or more residual duty assignments, the employee will be given an option and be awarded their choice based on seniority. If assignments remain unfilled for which there are currently qualified unencumbered employees, involuntarily assign these employees by inverse seniority.

(2) Partially Qualified Employees.

Offer residual assignments by seniority to employees who are qualified on at least one, but not all, of the requirements of residual assignment and have not occupied a bid assignment during the last 90 days. If an employee is partially qualified on two or more residual duty assignments, the employee will be given an option and be awarded their choice based on seniority. If assignments remain unfilled for which there are partially qualified unencumbered employees, involuntarily assign these employees by inverse seniority.

(3) Employees Not Currently or Partially Qualified.

Involuntarily assign employees, starting with the senior employees, who have not occupied a bid duty assignment during the last 90 days. When there is more than one residual vacancy, the employees will be given an option, and be awarded their choice based on seniority.

- b. Unencumbered full-time clerks who are detailed to non-bargaining positions are considered to be unavailable for assignment in accordance with a. above.

2. To a Lower Level.

Lower-level residual vacancies that still exist after application of C.1 above may be offered to unencumbered full-time employees and their preference shall be honored by seniority. Then assign unencumbered full-time employees by inverse seniority to lower-level residual full-time duty assignments. A full-time employee assigned to a duty assignment in a lower grade will receive saved grade until such time as that employee fails to bid or apply for any posted full-time duty assignment in a higher wage level.

- 3. a. An employee who was not hired from a machine register and who has not subsequently passed machine training may not be involuntarily assigned to a machine duty assignment regardless of salary level. This provision does not prohibit the Employer from making a job offer to an unencumbered employee in the same level.
- b. An employee hired from a machine register who has not qualified on a particular machine skill (e.g., letter sorting machine, fiat sorting machine) may not be involuntarily assigned to a duty assignment requiring that machine skill until all unencumbered employees who have qualified on that machine skill have been assigned.
- c. An employee serving on initial LSM lock-in may not state a preference for or be involuntarily assigned to a manual duty assignment unless there are not vacant machine duty assignments available.

Section 3.4.A The cause for reposting of a bid position shall be a change in the original job description.

Section 3.5.A Such reposting shall not be necessary when the change in starting time is one (1) hour or less.

ARTICLE 43. - SEPARABILITY AND DURATION

Section 1. This Memorandum of Understanding shall continue in full force and effect from the date of signature of this Memorandum for the duration of the 2006 National Agreement; however, it shall be extended to the close of any period of local negotiations or be reopened for local negotiations or terminate as

Stipulation of Agreement

This Stipulation of Agreement between the Littleton Post Office and the Littleton Local APWU supplements the Local Memorandum of Understanding between the parties and sets forth the guidelines for administration of Overtime and the Overtime Desired List for employees represented by the Littleton Local APWU.

REFERENCES

Nation Agreement

Article 8 Section 5: When needed, overtime work for regular full-time employees shall be scheduled among qualified employees doing similar work in the work location where the employees regularly work in accordance with the following:

A. Two weeks prior to the start of each calendar quarter, full-time regular employees desiring to work overtime during the quarter shall place their names on an "Overtime Desired List."

B. Lists will be established by craft, section or tour in accordance with Article 30, Local Implementation.

C. 1.a. Except in the Letter Carrier Craft, when during the quarter the need for overtime arises, employees with the necessary skills having listed their names will be selected in order of their seniority on a rotating basis.

b. Those absent or on leave shall be passed over.

Local Agreement

Article 8 Section 4: g. Employees shall not be required to work overtime with less than one (1) hour notice.

Section 5.B. The overtime desired list shall be by Section and Tours and must be posted on the bulletin board at all times.

B.2.b. The Overtime shall be offered on a fair and equitable basis. A thorough and complete record of all overtime offered, worked, or excused for each employee shall be maintained by the employer and will remain accessible for review by the Union representative. A copy of this record shall be furnished to the Union at the close of each quarter.

CONSIDERATIONS and GUIDELINES

1. The National Agreement makes no provision for Overtime within crafts represented by the APWU to be "on a fair and equitable bases" as stated in the Local MOU.

The parties agree that the National Agreement shall be the appropriate language regarding distribution of overtime among those on the OTDL. Overtime for the OTDL will be among "employees with the necessary skills". . . in order of their seniority on a rotation basis.

The parties agree that there will be four (4) separate rotations established and administered within the OTDL. For this purpose, four OTDL sign up lists will be provided:

1. All employees desiring to work any overtime must sign the list titled "Regular Overtime." This list will be used to assign daily overtime, and overtime will be rotated on a seniority basis among persons signing this list.

2. Any employee who has signed the "Regular Overtime" list may also sign the "Day Off" list. When the need arises to work employees on their Day Off, employees with the necessary skills signing this list will be utilized on a rotation basis. Employees who have signed the Regular Overtime list and have not signed the Day Off list will normally not be used on their Day Off, but may be scheduled after the Day Off list is exhausted.

3. The parties agree that management is not obligated to use the Day Off list when it determines the need for eight (8) or more hours of overtime on any day. Such overtime may be scheduled among persons on the Regular Overtime list and combining these hours to those needed.

4. Overtime desired lists in each section/station for the clerk craft in Littleton shall be posted by scheduled days off, 10-hour list, 12-hour list, and before and after tour overtime.

2. The local provisions requiring "a copy of this record shall be furnished to the Union at the close of each quarter" cause delays in identifying errors in utilizing OTDL employees, make review difficult and render timely remedy unsatisfactory.

The parties agree that it is in the best interests of both that Overtime Records be provided on a more frequent basis than Quarterly. As such, the union will be provided Overtime Records for the Clerk Craft on a weekly basis.

3. The local MOU does not adequately define the terms Section and Tour for overtime purposes, contributing to problems in the management of overtime on a rotating basis.

The parties agree that overtime will remain by section and Tour. For clarification, overtime sections will continue to be administered by scheme assignment and other specific skills (i.e. - window). Only those employees trained on DBCS operations will be considered for overtime on DBCS'.

4. Neither the local MOU nor the National Agreement address procedures for removing one's name from the OTDL.

Employees wishing to remove their name from the OTDL must provide written notice to management a minimum of 24 hours in advance of the effective date of removal. Employees submitting such notice shall have their names removed from both Regular and Day Off list. A copy of this notice will be provided to the Union.

5. Utilization of the procedures of Art 8, Sec 5, C1b, "Those absent or on leave shall be passed over," when the absent employees would be the last available on the date creates confusion and presents arguments which cannot be objectively resolved.

The rotation of overtime opportunities shall always end with the last person worked or offered overtime for the given period. (Any employees on the list following the last person worked or offered overtime who might have been used but were absent shall not be considered as having had an opportunity.)

6. There are no actual contractual provisions establishing 10 and 12 hour overtime lists. However the language of the National Agreement MOU regarding overtime does provide that "normally, employees on the overtime desired list who don't want to work more than 10 hours a day or 56 hours a week shall not be required to do so as long as employees who do want to work more than 10 hours a day or 56 hours a week are available to do the needed work without exceeding the 12-hour and 60 hour limitations.

In order to simplify administration of this provision, OTDL, sign-up sheets shall include a 10-hour and 12-hour preference. Employees must indicate one preference or the other. Failure to indicate a preference will be interpreted as availability for 12-hours.

There will be no separate accountability or rotation of Penalty Overtime, per se. However, Penalty Overtime will begin with the same rotation that began that day and will continue, as needed, through the full rotation, assigning Penalty to those employees who have signed the 12/60 preference. The next rotation will begin where the original (non-Penalty) rotation ended.

7. Overtime in conjunction with Scheduled Leave.

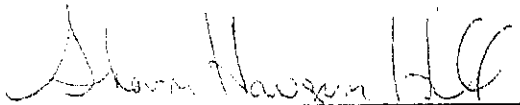
When an employee's Day Off is in conjunction with Annual Leave or other scheduled leave (i.e., military, LWOP), the employee will not be required to work overtime on their Day Off, and management will not be obligated to contact the employee. The Day Off will be recorded as Not Available and counted as an opportunity.

8. Notice.

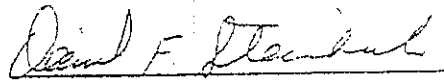
When it is necessary to call an employee at home to schedule them for overtime, the employer will not be obligated to any specific period for the call. Still, the supervisor should make attempts to contact employees as far in advance of the overtime as possible that day and within regular time-frames if possible.

9. Exception to Requirement to Work. The National Agreement, Art8, Sec5 E, defines the circumstances under which persons on the OTDL or persons not on the OTDL but required to work, may be excused.

Employees on the OTDL will be required to work overtime unless excused by the supervisor. These employees do not have the option of declining overtime and will work overtime as scheduled, unless excused. These requirements also apply to non-OTDL employees required to work. If an employee is excused from the overtime, the Overtime Record will be annotated "Excused."



Sharon Haugum Hill
Postmaster
Littleton Post Office
May 31, 2007



David F. Steinbach
President
Littleton Local APWU
May 31, 2007



May 20, 2010

Omar Gonzalez
Western Region Coordinator
American Postal Workers Union, AFL-CIO
500 Airport Blvd., Suite 450
Burlingame, CA 94010-1940

SUBJECT: Notice of Impacts in CO/WY District

Dear Mr. Gonzalez,

This letter is with regard to the removal of equipment in the Littleton, 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 nineteen (19) residual vacancies 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.

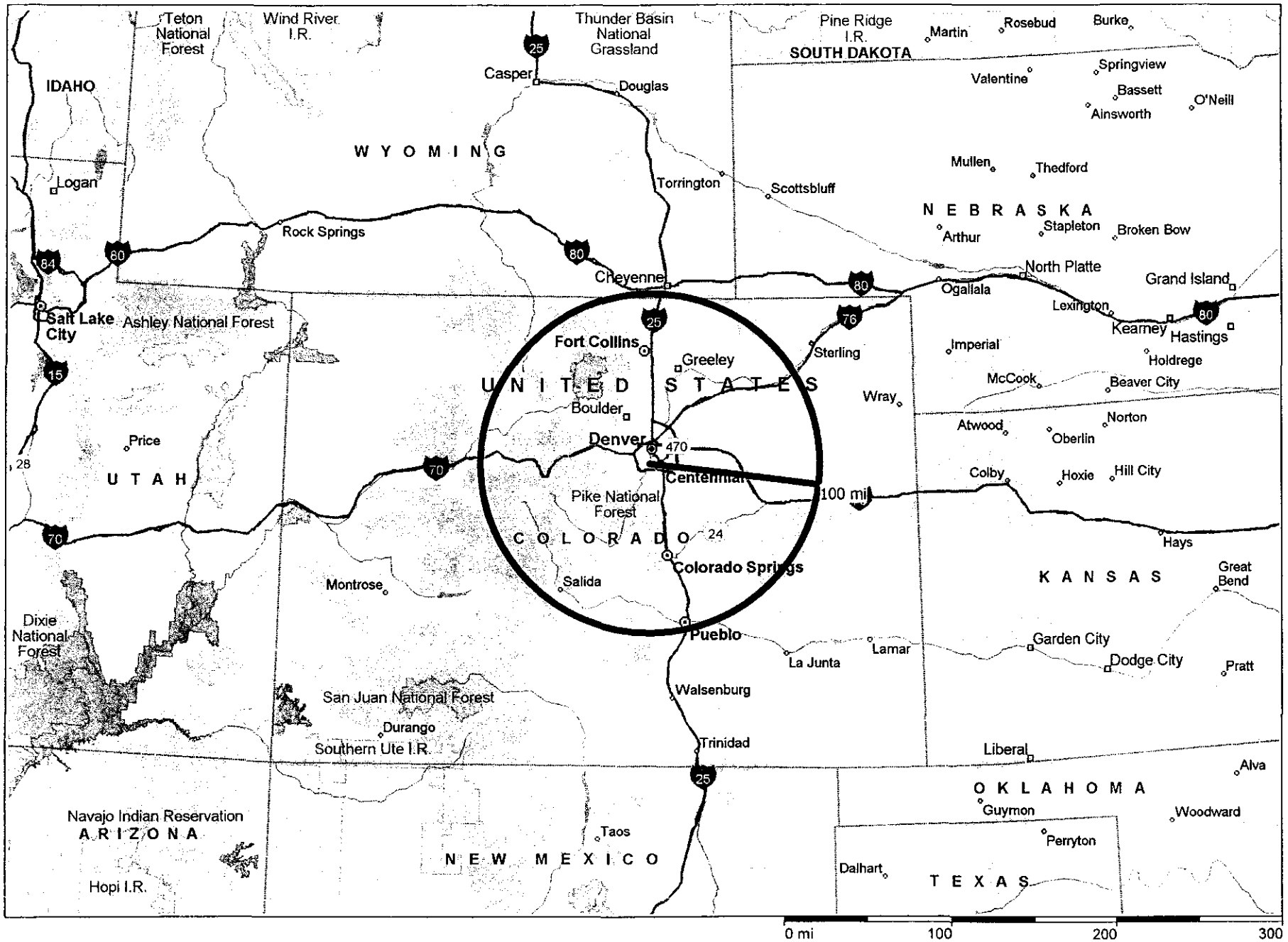
A handwritten signature in black ink, appearing to read "Scott Sutton", written over a horizontal line.

Scott Sutton for
Valerie E. Martin
Manager Human Resources
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 CO/WY
Manager Human Resources CO/WY
Manager Labor Relations CO/WY
NALC Region 4
NPMHU Regional Director Denver

Colorado, United States, North America



WorkHour Impact Report

Craft = MAIL HANDLER

	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	490	-2	-492	-1968	-25584	-14	1820

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	28	5.7%	-28	0		0	0%

WorkHour Impact Report

Casuals

a. Current Number of MAIL HANDLER Casuals on Rolls	0
b. Current Total Non-OverTime MAIL HANDLER Casuals Hours per Month	0
c. Planned Reduction in Total Non-OverTime MAIL HANDLER Casuals Hours per Month	0
d. Number of MAIL HANDLER Casuals that will have Reduced Hours	0
e. Number of MAIL HANDLER Casuals that will be Terminated	0
f. Number of MAIL HANDLER Casuals Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining MAIL HANDLER Casuals	
n/a	

Part Time Flexible (PTFs)

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

Transitional Employees (TEs)

a. Current Number of MAIL HANDLER TEs on Rolls	0
b. Current Total Non-OverTime MAIL HANDLER TE Hours per Month	0
c. Planned Reduction in Total Non-OverTime MAIL HANDLER TE Hours per Month	0
d. Number of MAIL HANDLER TEs that will have Reduced Hours	0
e. Number of MAIL HANDLER TEs that will be Terminated	0
f. Number of MAIL HANDLER TEs Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining MAIL HANDLER TEs	
n/a	

WorkHour Impact Report

Part Time Regular (PTRs)

a. Current Number of MAIL HANDLER PTRs on Rolls	0
b. Planned Number of MAIL HANDLER PTR Positions after Impact	0
c. Estimated Number of MAIL HANDLER PTR Attrition	0
d. Will there be any MAIL HANDLER PTRs Excessed from Craft or Installation	NO
MAIL HANDLER PTRs	0
e. Provide Narrative Explaining need for Excessing	
n/a	

Full Time Regular (FTRs)

a. Current Number of MAIL HANDLER FTRs on Rolls	14
b. Planned Number of MAIL HANDLER FTR Positions After Impact	0
c. Estimated Number of MAIL HANDLER FTR Attrition	0
d. Will there be any MAIL HANDLER FTRs Excessed from Craft or Installation	YES
If Yes how Many MAIL HANDLER FTRs	14
e. Provide Narrative Explaining need for Excessing	
Removing the DBCS operation from LIT will result in the need to excess 14 FTR mail handlers; five level 05, nine level 04	

WorkHour Impact Report-MAIL HANDLER

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-1968
b. Planned Reduction in Total OT Hours per Month	-112
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	-8
f. Total FTE Savings	-14

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	3346	2700	-646	-2584	-33592	-19	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	147	4.4%	-67.6	0		79	2.9%

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	
n/a	

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	
n/a	

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	98
b. Planned Number of CLERK FTR Positions After Impact	79
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	19
e. Provide Narrative Explaining need for Excessing	
Removing the DBCS operation from LIT will result in the need to excess 19 FTR clerks level 06	

WorkHour Impact Report-CLERK

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-2584
b. Planned Reduction in Total OT Hours per Month	-270
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	10800
f. Total FTE Savings	-19

LIT-HIGHLANDS	CONTRERAS THOM	3410202	95753911	REVIEW CLK		7	110	4	48	N	6/30/1973
LIT-HIGHLANDS	BELLQUIST BARBAR	3402343	70362816	SPEC POSTAL CLK		7	110	4	48	N	8/27/1977
LIT-HIGHLANDS	STEINBACH DAVID	2941020	70362815	SPEC POSTAL CLK		7	110	4	48	Y	3/11/1978
LIT-HIGHLANDS	MALINOWSKI STEP	3204041	95511907	POSTAGE DUE TECHN		7	110	4	42	N	7/1/1978
LIT-HIGHLANDS	SWA VICKIE L.	3392138	95641089	MAIL PROCESSING CLE		6	110	4	44	N	6/16/1979
LIT-CENTENNIA	GRAHAM MICHAEL	3223521	95479760	REVIEW CLK		7	110	4	48	N	10/6/1979
LIT-CENTENNIA	SYKES RICHARD A.	3305337	95737872	MAIL PROCESSING CLE		6	110	4	43	Y	12/29/1979
LIT-MAIN OFFIC	BOGLE BARBARA J.	3395491	95638509	SALES, SVCS/DISTRIBU		6	110	4	43	Y	11/29/1980
LIT-KEN CARYL	MAGNUSON DAVID	3056246	95852509	MAIL PROCESSING CLE		6	110	4	44	Y	11/26/1983
LIT-HIGHLANDS	WILLIAMS JR JOBIE	3216126	95594542	MAIL PROCESSING CLE		6	110	4	41	N	8/4/1984
LIT-MAIN OFFIC	DAVIS WALTER W.	3068778	95764930	REVIEW CLK		7	110	4	43	N	8/11/1984
LIT-CENTENNIA	RAPP BERNARD J.	3000445	95644077	MAIL PROCESSING CLE		6	110	4	44	N	12/8/1984
LIT-MAIN OFFIC	BROWN BRET J.	3185274	95808548	MAIL PROCESSING CLE		6	110	4	44	N	3/30/1985
LIT-MAIN OFFIC	DWIER JEFFREY T.	3421497	70280261	REVIEW CLK		7	110	4	43	N	3/30/1985
LIT-HIGHLANDS	PAK CHUNG S.	3014440	70361710	MAIL PROCESSING CLE		6	110	4	43	N	3/30/1985
LIT-CENTENNIA	SUYAT LAUREL D.	3229001	70162321	SALES, SVCS/DISTRIBU		6	110	4	43	N	5/11/1985
LIT-COLUMBINE	JOHNSON CAROLY	3308624	95514488	DIST WINDOW CLK		6	110	4	43	Y	6/8/1985
LIT-HIGHLANDS	KIM CHUNG HO	3398332	95649873	MAIL PROCESSING CLE		6	110	4	43	N	7/5/1986
LITTLETON PO	MORRIS GERARD	3367400	95831818	GENERAL CLERK		6	110	8	82	N	7/19/1986
LIT-COLUMBINE	YEE TINA	3401033	95581177	DIST WINDOW CLK		6	110	4	45	N	7/19/1986
LIT-HIGHLANDS	THOMPSON WESLE	3410890	95721535	SALES AND SERVICES A		6	110	4	45	N	7/19/1986
LIT-KEN CARYL	KIM THOMAS S.	3022367	95832034	MAIL PROCESSING CLE		6	110	4	43	N	7/19/1986
LIT-MAIN OFFIC	HANSON DAVID S.	3219908	95773022	SALES, SVCS/DISTRIBU		6	110	4	48	N	7/19/1986
LIT-HIGHLANDS	SHIEH REBECCA S	3094016	95490052	SALES AND SERVICES A		6	110	4	45	N	8/30/1986
LIT-CENTENNIA	HUYNH CAN T.	3127419	95839024	SALES, SVCS/DISTRIBU		6	110	4	45	N	12/6/1986
LIT-HIGHLANDS	CONGDON TOD W.	3226410	95866263	MAILING REQUIREMEN		7	110	7	79	N	6/18/1988
LIT-HIGHLANDS	CRAWFORD KATHE	3296613	95655872	MAIL PROCESSING CLE		6	110	4	43	N	7/8/1988
LIT-MAIN OFFIC	SMITH JR RONALD	3125800	95513020	SALES AND SERVICES A		6	110	4	45	N	7/16/1988
LIT-KEN CARYL	NGUYEN LIEN	3017175	70125708	MAIL PROCESSING CLE		6	110	4	43	N	9/10/1988
LIT-KEN CARYL	ANNYVETTE NFN	3054736	95793825	MAIL PROCESSING CLE		6	110	4	43	N	9/10/1988
LIT-KEN CARYL	POWERS STEPHEN	2992174	95852208	DIST WINDOW CLK		6	110	4	45	N	6/29/1991
LIT-COLUMBINE	LEE PETER Y.	3187832	70154651	REVIEW CLK		7	110	4	43	Y	6/26/1993
LIT-CENTENNIA	SANBORN ALAN W.	3237620	95874789	SALES, SVCS/DISTRIBU		6	110	4	43	Y	12/11/1993
LIT-HIGHLANDS	YU TONY K.	3258690	95517498	MAIL PROCESSING CLE		6	110	4	41	Y	12/11/1993
LIT-KEN CARYL	NGUYEN NUC T.	3287203	95537226	REVIEW CLK		7	110	4	48	N	7/9/1994
LIT-COLUMBINE	LIN MING F.	3299235	95646685	SALES AND SERVICES A		6	110	4	45	N	7/23/1994
LIT-HIGHLANDS	SALAZAR EDWARD	2988847	95617223	WINDOW CLK		6	110	4	45	Y	8/20/1994
LIT-KEN CARYL	LADEWIG HARRY W	3010223	95597994	SALES, SVCS/DISTRIBU		6	110	4	43	Y	8/20/1994
LIT-HIGHLANDS	GRAVES JOYCE J.	3326278	70214921	MAIL PROCESSING CLE		6	110	4	43	N	8/20/1994
LIT-COLUMBINE	BAKER MARK E.	3135735	95758685	SALES, SVCS/DISTRIBU		6	110	4	43	N	9/3/1994
LIT-HIGHLANDS	JAHNS PATRICIA M.	3085626	95781118	SALES AND SERVICES A		6	110	4	45	N	9/3/1994
LIT-KEN CARYL	PERLMAN JOANNE	3157593	70090642	SALES, SVCS/DISTRIBU		6	110	4	45	N	9/3/1994
LIT-KEN CARYL	WILLIAMS PAMELA	3336239	95539054	DIST WINDOW CLK		6	110	4	48	N	9/3/1994
LIT-HIGHLANDS	SETO JAN D.	3100504	95875599	MAIL PROCESSING CLE		6	110	4	43	N	9/3/1994
LIT-CENTENNIA	VROOMEN PETER H	2968965	95492590	SALES AND SERVICES A		6	110	4	45	Y	10/15/1994
LIT-HIGHLANDS	MCMASTER TERRY	3217679	95782068	SALES AND SERVICES A		6	110	4	45	N	10/29/1994
LIT-KEN CARYL	BURNS DAVID L.	3222488	95772933	SALES, SVCS/DISTRIBU		6	110	4	45	N	10/29/1994
LIT-MAIN OFFIC	WITTER JAMES S.	3392058	95638355	SALES, SVCS/DISTRIBU		6	110	4	48	N	10/29/1994
LIT-HIGHLANDS	DURAN-AVILA MICH	3380491	95560058	MAIL PROCESSING CLE		6	110	4	41	N	10/29/1994

ELECTRONIC TIME CLOCK
 Personnel Schedule
 FOUR - AUTOMATION CLERKS, FTR, RTF & CASUALS

EMPLOYEE NAME	BEG/END	SAT	SUN	MON	TUE	WED	THU	FRI	OT	RTI
		05/08/10	05/09/10	05/10/10	05/11/10	05/12/10	05/13/10	05/14/10		
OFFERS										
WILLIAMS, J.	0000-0850						OFF	OFF	12:60/SDO	10
YU, T.	0100-0850	OFF	OFF						12:60/SDO	33
DURAN-AVILA	0000-0850	OFF	OFF						12:60/SDO	48
NAGUE, O.	0100-0950	FAL	SCHEDULE		OFF	OFF			12:60/SDO	61
LIU, K.	0000-0850		SCHEDULE				OFF	OFF	12:60/SDO	74
GARCIA, M.	0000-0850	HL	HL	HL	HL	HL	OFF	OFF	10:66/SDO	75
TRAN, N.	0000-0850	OFF	OFF	SCHEDULE					12:60/SDO	78
LIU, Y.	0100-0850		SCHEDULE	OFF					12:60/SDO	79
MU, W.	0000-0850						OFF	OFF	12:60/SDO	83
BARELA, W.	0000-0850		OFF	OFF					12:60/SDO	85
ZHANG, M.	0100-0850	SCHEDULE			OFF	OFF			12:60/SDO	90
TURNER, D.	0000-0850		OFF	OFF	AL	AL	AL	AL	12:60/SDO	91
McGRAW, R.	0000-0850		OFF	OFF					12:60/SDO	92
SEGOVIA-AVALOS	0000-0850				OFF	OFF			12:60/SDO	93
DUDDIE, E.	0000-0850				OFF	OFF	HL	HL	12:60/SDO	100
OFFERS										
TUCKER, N.	0000-0850	OFF	OFF							64
KNUTSON, K.	0000-0850	SCHEDULE					OFF	OFF		68
ZING, C.	0000-0850	OFF	OFF							81
NGO, V.	0000-0850		OFF	OFF						85
ANDREWS, R.	0000-0850				OFF	OFF				96
OFFERS										
TOTAL REGULARS		14	9	14	13	13	13	13		
TOTAL PER DAY										
	total hrs									

AMERICAN POSTAL WORKERS UNION

UNIT 100

LITTLETON POST OFFICE
LITTLETON, COLORADO

ARTICLE 10

MEMORANDUM OF UNDERSTANDING

LOCAL IMPLEMENTATION

MAY 2007

ARTICLE 1. – UNION RECOGNITION

Section 1. Union

The Employer recognizes the Union designated below as the exclusive bargaining representative of all employees in the bargaining unit for which each has been recognized and certified at the nation level:

American Postal Workers Union, AFL-CIO.....Maintenance Employees
American Postal Workers Union, AFL-CIO.....Special Delivery Messengers
American Postal Workers Union, AFL-CIO.....Motor Vehicle Employees
American Postal Workers Union, AFL-CIO.....Postal Clerks
American Postal Workers Union, AFL-CIO..... Mail Equipment Shops Employees
American Postal Workers Union, AFL-CIO.....Materiel Distribution Centers Employees

ARTICLE 8. – HOURS OF WORK

Section 3. Exceptions

- a. A schedule will be posted by Wednesday proceeding the work week for part-time flexible employees. The supervisor shall notify the employee of a change in schedule on the day prior to the change; however, this does not relieve the PTFS clerk of his responsibility to check the schedule before leaving.

Section 4. Overtime Work

- g. Employees shall not be required to work overtime with less than one (1) hour notice.

Section 5. Overtime Work

- B. The overtime desired list shall be by Section and Tours and must be posted on the bulletin board at all times.
- B.2.b A thorough and complete record of all overtime offered, worked, or excused for each employee shall be maintained by the Employer and will remain accessible for review by the Union representative. A copy of this record shall be furnished to the Union at the close of each quarter.

Section 9. Wash-up Time

Installation head shall grant reasonable wash-up time, not to exceed five (5) minutes prior to lunch break and immediately prior to the end of tour. If conditions warrant employees may be granted additional time.

ARTICLE 10. – LEAVE

Section 3. Duration of the Choice Vacation Period

- C. The choice vacation period shall extend from the beginning of the 2nd week of May of the leave year through the third week of September. The choice period shall also include the weeks before and after Easter, the week of and the week after Thanksgiving, and the period between Christmas and New Year's Day. All vacation time remaining shall be non-choice time.

Section 3. Choice of Vacation Period

- D. Annual leave shall be granted as follows:
1. Employees who earn 13 days annual leave per year shall be granted up to ten (10) days of continuous annual leave during the choice period. The number of days of annual leave, not to exceed ten (10), shall be at the option of the employee.
 2. Employees who earn 20 or 26 days annual leave per year shall be granted up to fifteen (15) days of continuous annual leave during the choice period. The number of days of annual leave, not to exceed fifteen, shall be at the option of the employee.
 3. An employee may, at the employee's option, request two (2) selections during the choice period, in units of either 5 or 10 working days, the total not to exceed the ten (10) or fifteen (15) days above.
 4. Installation head and APWU President or designee will meet at the conclusion of choice vacation bidding to determine annual leave balances and employees eligible for further vacation selections. Employees who have bid all available annual leave during the first round of vacation bidding are no longer eligible to bid vacation periods. All employees who do have annual left may now bid any open weeks remaining on the schedule and not necessarily consecutive.
 5. Mutual exchanges of annual leave weeks will not be permitted.

6. Vacancies

- a. When a vacancy occurs in the annual leave schedule, the period involved will be posted for bid, by group, on the bulletin board for seven (7) days.
- b. The senior bidder in that group will be granted annual leave for the weeks posted.
- c. Bidding on another position within the Littleton Post Office does not constitute a vacancy in the leave schedule.
- d. Cancellation of bid weeks will be submitted ten (10) days prior to the start of vacation week in order to facilitate reposting. If the leave canceled is not done so ten (10) days in advance, reposting will not be necessary. In the event of such action, the APWU representative and management shall initial the notice of cancellation.

Section 3.E. Annual leave weeks will be Saturday through Friday unless exception is granted by agreement among the employee, the Union representative and the Employer.

Section 3.F. Jury duty and leave for National or State APWU conventions will not be charged to the choice vacation period.

Section 4. Vacation Planning

- A. Leave bidding shall commence no later than November 7 and shall end prior to January 7 of each calendar year unless mutually agreed to extend.
 1. Failure to supply bid dates within 48 hours after reviewing the official annual leave chart will result in being passed over.
 2. Bidding will be verified by the use of PS Form 3971, completed in duplicate by the clerk for each leave period being bid and the signed, dated, and approved duplicate returned to the clerk immediately.
 3. All craft employees requesting leave must obtain approval of a supervisor before taking leave.
 4. The percentage of employees who shall receive leave each week during the choice vacation period will be as follows. The rounding rule will apply. Any fraction .50 or over will raise the maximum number by (1) – any fraction .49 or less will be dropped.

5. For vacation bidding purposes only, annual leave shall be bid according to the following sections: Highlands Ranch – 5 sections.

Automation - (All clerks with automation as primary duty)	14%
Administrative - (All support, BRM and BMEU)	14%
Schemes – 80124, 80126, 80129 and 80130	14%
Tour 2 - Window/Box	14%
BME, MOS, Maintenance, Custodians	14%
Centennial Station - 1 section	14%
Columbine Hills - 1 section	14%
Ken Caryl Station - 1 section	14%
LMO/SSPC - 1 section	14%

*Only 1 BRM, 1 BMEU or 1 Review Clerk allowed off in any week.

Sections may be subject to change by joint agreement between the parties.

The official approved 3971 for each employee of the vacation selected will be maintained in the files of the Manager. A chart of the annual leave schedule will be posted on the official bulletin board. Management must maintain possession of the leave chart during circulation and selection of leave period and only management will record weeks selected by the employees on the leave chart.

6. The percentage of employees who shall receive leave each week during the non-choice vacation period shall be 12% by groups listed above, excluding the week prior to the week in which Christmas falls. This week shall be limited to 8%.

Section 4.C. Application for Incidental Leave

- A. Application for incidental annual leave will be made on Form 3971. It may be granted on a first-come, first-serve basis, subject to the need of the Littleton Post Office.
- B. Any craft employee requesting incidental annual leave on Form 3971 shall submit it in triplicate. One (1) copy will be signed and dated upon receipt and returned to employee. Disposition of the requested annual leave will be acted upon at the earliest foreseeable moment and in no instance later than the Wednesday preceding the requested time.

ARTICLE 11. – HOLIDAYS

Section 6. Employees will be selected to work on a holiday and/or a day designated as their holiday in the following order:

First Selection: All casuals and part-time flexibles with the needed skills, even if overtime payment is required.

Second Selection: VOLUNTEERS, full and part-time regular employees BY SENIORITY, with the needed skills, even if overtime payment is required.

Third Selection: NON-VOLUNTEERS, full and part-time regular employees BY JUNIORITY, with the needed skills, even if overtime payment is required.

The holiday schedule will be posted on the Tuesday preceding the service week in which the holiday falls. The supervisor for each section/station will be responsible for posting their own holiday schedule in the designated area.

ARTICLE 12. – PRINCIPLES OF SENIORITY, POSTING & REASSIGNMENT

Section 5. Reassignments

- b. In each craft under the jurisdiction of the Union, all assignments in the Littleton Post Office will be considered as one section for reassignment purposes only.
- c. All employees covered by this local agreement who desires a transfer to another craft shall submit a written request to the Postmaster. Qualified applicants will be given consideration prior to going to the register or a transfer from another office.

ARTICLE 13. – ASSIGNMENT OF ILL OR INJURED WORKFORCE EMPLOYEES

Section 3. Local Implementation

- A. When an employee requests a light duty assignment, the union representative and management will meet to determine the type of assignments that meet the employee's needs and the availability of those assignments.
- B. Some jobs that can be considered for temporary light duty assignment will be, but not limited to:
 - 1. Nixie Relief
 - 2. Box Section assistant
 - 3. Telephone Assistant

4. Office Help
5. Write and file forms for accountable mail

The above work assignments will not be granted to employees not covered by this Memorandum to the detriment of employees covered by this Memorandum.

- C. The assignment of a financial accountability will not be required of an employee placed on temporary light duty unless the employee requests such assignment.
- D. No light duty assignment will be established to the detriment of any regular bid job.
- E. First consideration for light duty assignments will be given to the individual's duty station if the work limitation contained in the medical recommendation can be satisfied and work is available in that duty station.

ARTICLE 14. – SAFETY AND HEALTH

Section 2. Cooperation

- A. Management will post on the official bulletin board, all available information which will assist an ill or injured employee in obtaining prompt attention. Management will assist an employee in the completion of forms relating to the illness or injury.
- B. Local Emergencies. In the event of an emergency which can be verified by Federal, State, or Local authority because of flood, storm, or other extreme environmental condition that prevents groups of craft employees from arriving at work, management officials, after discussing the situation with a representative of the local APWU, will consider the granting and/or use of administrative leave for the affected employee or group of employees, taking into consideration the severity of the existing condition in that specific instance.
- C. Postal authorities will consider curtailing or terminating postal operations to conform to orders of local authorities or as local conditions warrant. When so determined, an announcement will be made on local radio and/or television as detailed in applicable Standard Operating Procedures regarding this issue. Employees at work when such decision is made will be informed by management as soon as possible.

ARTICLE 17. – REPRESENTATION

Article 17, Section 3 of the 2006 National agreement shall apply.

ARTICLE 20. – PARKING

Section 1. The assignment of employee parking space shall be by seniority, regardless of craft.

ARTICLE 22. – BULLETIN BOARDS

- A. If possible, the official Bulletin Board will be located in a central location. If not feasible, each employee will be allotted a reasonable amount of time for access to the official Bulletin Board daily, at the discretion of the immediate supervisor based on time commitments to the Postal Service.
- B. The Littleton Local, APWU, must be given one (1) copy of any items posted pertaining to the employees represented by the Littleton Local, APWU. The local must receive said copies within 72 hours of posting to the Bulletin Board.

ARTICLE 37. – CLERK CRAFT

Section 3. Posting and Bidding

Newly Created Positions. The employer must meet with the local Union president or designee in order to establish a workable five day week and job description.

Current Positions. The employer must meet with the local Union president or designee prior to the posting of any current positions when a change has been made in that position. The employer must furnish facts and information to substantiate the change.

Section 3.D. Length of Posting

Any job that is posted for bid must be posted for a mandatory period of seven (7) days. All job postings will be posted by Tuesday.

Section 3.E. All jobs in this installation must be designated by Job Number, Tour, and Section and will be used in determining an employee's work area. Tours will be assigned according to the employee's hours of duty. Tours and sections will be defined as posted on job bids, unless otherwise defined in this Memorandum.

Section 3.F. Except in the month of December, the successful bidder must assume his/her newly bid position within a period not to exceed ten (10) days from notification of success, unless the position requires a Form 50, then the period will not exceed 21 days.

Section 4.C. Assignment of Unencumbered Employees

1. To the Same or Higher Level.

a. Full-time employees not encumbered in bid duty assignments should bid on duty assignments posted for bid. These employees shall be assigned to residual full-time duty assignments in the same or higher salary level for which employees meet the minimum qualifications. The assignments will be made in the following order:

(1) Currently Qualified Employees.

Offer residual assignments by seniority to employees who are currently qualified on all of the requirements of a residual assignment. If the employee is qualified on two or more residual duty assignments, the employee will be given an option and be awarded their choice based on seniority. If assignments remain unfilled for which there are currently qualified unencumbered employees, involuntarily assign these employees by inverse seniority.

(2) Partially Qualified Employees.

Offer residual assignments by seniority to employees who are qualified on at least one, but not all, of the requirements of residual assignment and have not occupied a bid assignment during the last 90 days. If an employee is partially qualified on two or more residual duty assignments, the employee will be given an option and be awarded their choice based on seniority. If assignments remain unfilled for which there are partially qualified unencumbered employees, involuntarily assign these employees by inverse seniority.

(3) Employees Not Currently or Partially Qualified.

Involuntarily assign employees, starting with the senior employees, who have not occupied a bid duty assignment during the last 90 days. When there is more than one residual vacancy, the employees will be given an option, and be awarded their choice based on seniority.

- b. Unencumbered full-time clerks who are detailed to non-bargaining positions are considered to be unavailable for assignment in accordance with a. above.
 2. To a Lower Level.

Lower-level residual vacancies that still exist after application of C.1 above may be offered to unencumbered full-time employees and their preference shall be honored by seniority. Then assign unencumbered full-time employees by inverse seniority to lower-level residual full-time duty assignments. A full-time employee assigned to a duty assignment in a lower grade will receive saved grade until such time as that employee fails to bid or apply for any posted full-time duty assignment in a higher wage level.
 3.
 - a. An employee who was not hired from a machine register and who has not subsequently passed machine training may not be involuntarily assigned to a machine duty assignment regardless of salary level. This provision does not prohibit the Employer from making a job offer to an unencumbered employee in the same level.
 - b. An employee hired from a machine register who has not qualified on a particular machine skill (e.g., letter sorting machine, flat sorting machine) may not be involuntarily assigned to a duty assignment requiring that machine skill until all unencumbered employees who have qualified on that machine skill have been assigned.
 - c. An employee serving on initial LSM lock-in may not state a preference for or be involuntarily assigned to a manual duty assignment unless there are not vacant machine duty assignments available.

Section 3.4.A The cause for reposting of a bid position shall be a change in the original job description.

Section 3.5.A Such reposting shall not be necessary when the change in starting time is one (1) hour or less.

ARTICLE 43. - SEPARABILITY AND DURATION

Section 1. This Memorandum of Understanding shall continue in full force and effect from the date of signature of this Memorandum for the duration of the 2006 National Agreement; however, it shall be extended to the close of any period of local negotiations or be reopened for local negotiations or terminate as

Stipulation of Agreement

This Stipulation of Agreement between the Littleton Post Office and the Littleton Local APWU supplements the Local Memorandum of Understanding between the parties and sets forth the guidelines for administration of Overtime and the Overtime Desired List for employees represented by the Littleton Local APWU.

REFERENCES

Nation Agreement

Article 8 Section 5: When needed, overtime work for regular full-time employees shall be scheduled among qualified employees doing similar work in the work location where the employees regularly work in accordance with the following:

A. Two weeks prior to the start of each calendar quarter, full-time regular employees desiring to work overtime during the quarter shall place their names on an "Overtime Desired List."

B. Lists will be established by craft, section or tour in accordance with Article 30, Local Implementation.

C. 1.a. Except in the Letter Carrier Craft, when during the quarter the need for overtime arises, employees with the necessary skills having listed their names will be selected in order of their seniority on a rotating basis.

b. Those absent or on leave shall be passed over.

Local Agreement

Article 8 Section 4: g. Employees shall not be required to work overtime with less than one (1) hour notice.

Section 5.B. The overtime desired list shall be by Section and Tours and must be posted on the bulletin board at all times.

B.2.b. The Overtime shall be offered on a fair and equitable basis. A thorough and complete record of all overtime offered, worked, or excused for each employee shall be maintained by the employer and will remain accessible for review by the Union representative. A copy of this record shall be furnished to the Union at the close of each quarter.

CONSIDERATIONS and GUIDELINES

1. The National Agreement makes no provision for Overtime within crafts represented by the APWU to be "on a fair and equitable bases" as stated in the Local MOU.

The parties agree that the National Agreement shall be the appropriate language regarding distribution of overtime among those on the OTDL. Overtime for the OTDL will be among "employees with the necessary skills" . . . in order of their seniority on a rotation basis.

The parties agree that there will be four (4) separate rotations established and administered within the OTDL. For this purpose, four ODTL sign up lists will be provided:

1. All employees desiring to work any overtime must sign the list titled "Regular Overtime." This list will be used to assign daily overtime, and overtime will be rotated on a seniority basis among persons signing this list.

2. Any employee who has signed the "Regular Overtime" list may also sign the "Day Off" list. When the need arises to work employees on their Day Off, employees with the necessary skills signing this list will be utilized on a rotation basis. Employees who have signed the Regular Overtime list and have not signed the Day Off list will normally not be used on their Day Off, but may be scheduled after the Day Off list is exhausted.

3. The parties agree that management is not obligated to use the Day Off list when it determines the need for eight (8) or more hours of overtime on any day. Such overtime may be scheduled among persons on the Regular Overtime list and combining these hours to those needed.

4. Overtime desired lists in each section/station for the clerk craft in Littleton shall be posted by scheduled days off, 10-hour list, 12-hour list, and before and after tour overtime.

2. The local provisions requiring "a copy of this record shall be furnished to the Union at the close of each quarter" cause delays in identifying errors in utilizing OTDL employees, make review difficult and render timely remedy unsatisfactory.

The parties agree that it is in the best interests of both that Overtime Records be provided on a more frequent basis than Quarterly. As such, the union will be provided Overtime Records for the Clerk Craft on a weekly basis.

3. The local MOU does not adequately define the terms Section and Tour for overtime purposes, contributing to problems in the management of overtime on a rotating basis.

The parties agree that overtime will remain by section and Tour. For clarification, overtime sections will continue to be administered by scheme assignment and other specific skills (i.e. - window). Only those employees trained on DBCS operations will be considered for overtime on DBCS'.

4. Neither the local MOU nor the National Agreement address procedures for removing one's name from the OTDL.

Employees wishing to remove their name from the OTDL must provide written notice to management a minimum of 24 hours in advance of the effective date of removal. Employees submitting such notice shall have their names removed from both Regular and Day Off list. A copy of this notice will be provided to the Union.

5. Utilization of the procedures of Art 8, Sec 5, C1b, "Those absent or on leave shall be passed over," when the absent employees would be the last available on the date creates confusion and presents arguments which cannot be objectively resolved.

The rotation of overtime opportunities shall always end with the last person worked or offered overtime for the given period. (Any employees on the list following the last person worked or offered overtime who might have been used but were absent shall not be considered as having had an opportunity.)

6. There are no actual contractual provisions establishing 10 and 12 hour overtime lists. However the language of the National Agreement MOU regarding overtime does provide that "normally, employees on the overtime desired list who don't want to work more than 10 hours a day or 56 hours a week shall not be required to do so as long as employees who do want to work more than 10 hours a day or 56 hours a week are available to do the needed work without exceeding the 12-hour and 60 hour limitations.

In order to simplify administration of this provision, OTDL, sign-up sheets shall include a 10-hour and 12-hour preference. Employees must indicate one preference or the other. Failure to indicate a preference will be interpreted as availability for 12-hours.

There will be no separate accountability or rotation of Penalty Overtime, per se. However, Penalty Overtime will begin with the same rotation that began that day and will continue, as needed, through the full rotation, assigning Penalty to those employees who have signed the 12/60 preference. The next rotation will begin where the original (non-Penalty) rotation ended.

7. Overtime in conjunction with Scheduled Leave.

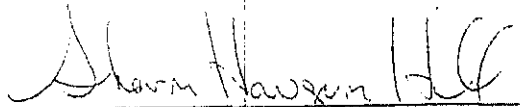
When an employee's Day Off is in conjunction with Annual Leave or other scheduled leave (i.e., military, LWOP), the employee will not be required to work overtime on their Day Off, and management will not be obligated to contact the employee. The Day Off will be recorded as Not Available and counted as an opportunity.

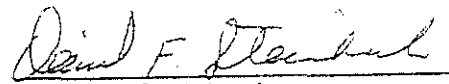
8. Notice.

When it is necessary to call an employee at home to schedule them for overtime, the employer will not be obligated to any specific period for the call. Still, the supervisor should make attempts to contact employees as far in advance of the overtime as possible that day and within regular time-frames if possible.

9. Exception to Requirement to Work. The National Agreement, Art8, Sec5 E, defines the circumstances under which persons on the OTDL or persons not on the OTDL but required to work, may be excused.

Employees on the OTDL will be required to work overtime unless excused by the supervisor. These employees do not have the option of declining overtime and will work overtime as scheduled, unless excused. These requirements also apply to non-OTDL employees required to work. If an employee is excused from the overtime, the Overtime Record will be annotated "Excused."


Sharon Haugum Hill
Postmaster
Littleton Post Office
May 31, 2007


David F. Steinbach
President
Littleton Local APWU
May 31, 2007



UNITED STATES
POSTAL SERVICE

May 20, 2010

David E. Ross
Director NPMHU Western Region (Denver)
11152 Huron St.
Northglenn, CO 80234-4321

SUBJECT: Notice of Impacts in COWY District

Dear Mr. Ross,

This letter is with regard to the removal of equipment in the Littleton, 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 fourteen (14) level 4 and 5 residual vacancies (five level 5 and nine level 4) at the same or lower level in surrounding installations (35 mile radius) within COWY District. These positions include 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
Valerie E. Martin
Manager Human Resources
Western Area

Attachments: Impact Report, Map, Seniority List, 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
APWU Regional Director (Gonzalez)

WorkHour Impact Report

Impacted Bid Cluster	LITTLETON POST OFFICE
Installation Address	
Area Name	WESTERN
Impact Type	Reduction Other Than by Attrition
Date of Impact	08/14/2010
Period (Dates) of Review Performed	05/09/2009 thru 05/07/2010
Report Prepared By	Kathleen Jackson
Report Prepared Date	05/19/2010
Reviewed By	Selwyn Epperson
Phone	(303) 853-6160

WorkHour Impact Report

Craft = MAIL HANDLER

	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	490	-2	-492	-1968	-25584	-14	1920

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	28	5.7%	-28	0		0	0%

WorkHour Impact Report

Casuals

a. Current Number of MAIL HANDLER Casuals on Rolls	0
b. Current Total Non-OverTime MAIL HANDLER Casuals Hours per Month	0
c. Planned Reduction in Total Non-OverTime MAIL HANDLER Casuals Hours per Month	0
d. Number of MAIL HANDLER Casuals that will have Reduced Hours	0
e. Number of MAIL HANDLER Casuals that will be Terminated	0
f. Number of MAIL HANDLER Casuals Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining MAIL HANDLER Casuals	
n/a	

Part Time Flexible (PTFs)

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

Transitional Employees (TEs)

a. Current Number of MAIL HANDLER TEs on Rolls	0
b. Current Total Non-OverTime MAIL HANDLER TE Hours per Month	0
c. Planned Reduction in Total Non-OverTime MAIL HANDLER TE Hours per Month	0
d. Number of MAIL HANDLER TEs that will have Reduced Hours	0
e. Number of MAIL HANDLER TEs that will be Terminated	0
f. Number of MAIL HANDLER TEs Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining MAIL HANDLER TEs	
n/a	

WorkHour Impact Report

Part Time Regular (PTRs)

- | | |
|--|----|
| a. Current Number of MAIL HANDLER PTRs on Rolls | 0 |
| b. Planned Number of MAIL HANDLER PTR Positions after Impact | 0 |
| c. Estimated Number of MAIL HANDLER PTR Attrition | 0 |
| d. Will there be any MAIL HANDLER PTRs Excessed from Craft or Installation | NO |
| MAIL HANDLER PTRs | 0 |
| e. Provide Narrative Explaining need for Excessing | |
| n/a | |

Full Time Regular (FTRs)

- | | |
|--|-----|
| a. Current Number of MAIL HANDLER FTRs on Rolls | 14 |
| b. Planned Number of MAIL HANDLER FTR Positions After Impact | 0 |
| c. Estimated Number of MAIL HANDLER FTR Attrition | 0 |
| d. Will there be any MAIL HANDLER FTRs Excessed from Craft or Installation | YES |
| If Yes how Many MAIL HANDLER FTRs | 14 |
| e. Provide Narrative Explaining need for Excessing | |
| Removing the DBCS operation from LIT will result in the need to excess 14 FTR mail handlers;
five level 05, nine level 04 | |

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	
n/a	

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	
n/a	

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	96
b. Planned Number of CLERK FTR Positions After Impact	79
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	19
e. Provide Narrative Explaining need for Excessing	

Removing the DBCS operation from LIT will result in the need to excess 19 FTR clerks level 06

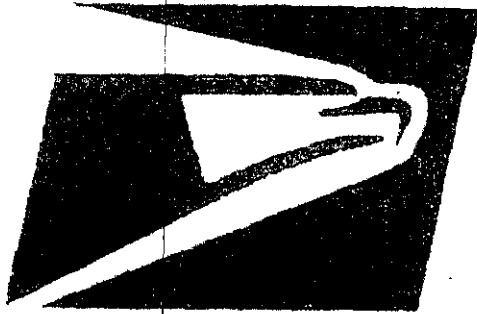
WorkHour Impact Report-CLERK

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-2584
b. Planned Reduction in Total OT Hours per Month	-270
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	10800
f. Total FTE Savings	-19

OFFICE	EMPLOYEE NAME	EMPL ID	JOB ID	JOB TITLE	LEVEL	PLANT	POST	AGE	SEX	DATE
LIT-HIGHLAND	LARKINS GERALD L.	2942713	95556654	MAIL HANDLER	4	120	4	43	Y	2/17/1996
LIT-HIGHLAND	SLEEZER RICHARD R.	3321787	95747188	MAIL HANDLER	4	120	4	43	Y	11/7/1998
LIT-HIGHLAND	ENSIGN DEBBIE K.	3028421	95781062	MAIL HANDLER	4	120	4	43	N	2/13/1999
LIT-HIGHLAND	REIDDINGER ROBERTA	3075109	95779524	MAIL HANDLER	4	120	4	43	Y	8/14/1999
LIT-HIGHLAND	TOLENTINO BENJAMIN	3065635	95739315	MAIL HANDLER	4	120	4	43	Y	5/4/2002
LIT-HIGHLAND	WADLEY THOMAS G.	2988969	95773506	MAIL HANDLER	4	120	4	43	Y	10/5/2002
LIT-HIGHLAND	BLOMGREN RICKY G.	3640001	95744409	MAIL HANDLER	4	120	4	43	Y	12/10/2005
LIT-HIGHLAND	CROSS RANDALL D.	2846779	95620576	MAIL HANDLER	4	120	4	43	N	3/31/2007
LIT-HIGHLAND	WINKLER CYNTHIA L.	2931017	95870470	MAIL HANDLER	4	120	4	43	N	6/9/2007
LIT-HIGHLAND	FERNALD MARK S.	3328086	95540353	MAIL HANDLER TE	5	120	4	43	Y	3/1/1986
LIT-HIGHLAND	MOBLEY RICHARD A.	3340332	95628298	MAIL HANDLER TE	5	120	4	43	Y	9/4/1993
LIT-HIGHLAND	ROBINSON JEFFERY E.	3231482	70393088	MAIL HANDLER TE	5	120	4	43	Y	7/8/1995
LIT-HIGHLAND	RIVERS JERRY J.	3264337	70392618	MAIL HANDLER TE	5	120	4	43	Y	12/23/1995
LIT-HIGHLAND	WIEGAND THOMAS R.	3379661	95508708	MAIL HANDLER TE	5	120	4	43	Y	6/19/1999

U.S.P.S.



Littleton Colorado



LOCAL MEMORANDUM OF UNDERSTANDING FOR LITTLETON COLORADO

Between

UNITED STATES POSTAL SERVICE

And

NATIONAL POSTAL MAIL HANDLERS UNION
LOCAL 321

November 21, 2000 TO NOVEMBER 20, 2004

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Item B - Guidelines for the curtailment or termination of postal operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions.

1. In the event of an emergency officially declared by a federal, state or local authority because of flood, storm, or other extreme environmental condition, management officials, after discussion with the representative of Local 321, will determine the severity of the condition as it affects Postal employees and will decide the necessity of granting administrative leave as outlined in ELM 519.21 and 519.22.

2. In the event of bomb threats or scare, tornado warnings, riots, and/or any other emergency:

a. Management instructions on "Emergency Action Plan" will be centrally posted for review by all employees.

b. In the event of any policy changes as to emergency condition actions, management will notify the union official on the respective tour of such changes.

c. Off-duty employees are instructed to monitor radio station KOA 850 AM and/or television station KCNC CHANNEL 4 for official information of the Littleton Co. operational status.

d. Management will notify on-duty employees of emergency situations via intercom, PA system, telephone and/or in person.

Item D - The duration of the choice vacation period.

The duration of the choice vacation period shall be from the first Saturday in February through the last full week in November.

Item F - Whether employees at their option may request two selections during the choice vacation period, in units of either 5 or 10 days.

1. Employees at their option may request two (2) selections during the choice vacation period not to exceed their maximum entitlement of ten (10) or fifteen (15) days.
2. Employees who earn thirteen (13) days of annual leave are entitled to either one selection of ten (10) continuous days or two selections of five (5) days each.
3. Employees who earn twenty (20) or twenty-six (26) days of annual leave are entitled to either one selection of fifteen (15) continuous days or two selections, one of ten (10) days and one of five (5) days.
4. Employees will not be allowed to exercise their second choice until all employees in the section have had an opportunity to exercise their first choice.

Item H - Determination of the maximum percentage of employees who shall receive leave each week during the choice vacation period.

The maximum number of employees who may receive leave during each week of the choice period defined in Item D will be 2.

Item J - Determination of the date and means of notifying employees of the beginning of new leave year.

Notification of the date for the beginning of the new leave year shall be posted on all official bulletin boards no later than November 1.

Item L - Whether "overtime desired" lists in article 8 shall be by section and/or tour.

1. Mail Handlers' Overtime Desired list will be prepared consistent with Article 8.5 of the National Agreement for each facility within Littleton Post Office where Mail Handler positions/work exist regardless of the number of Mail Handlers in that facility.
2. Opportunities or requirements for overtime shall be as follows:
 - a) Employees within that facility who have signed the Overtime Desired List in that facility, on a rotating basis, in order of seniority. (Article 8.5C)
 - b) Employees from other facilities who signed the Overtime Desired List, by seniority within the Littleton Post Office.
 - c) Employees within that facility who have not signed the Overtime Desired List, on a rotating basis, by Juniority.
 - d) Employees from other facilities who have not signed the Overtime Desired List, on a rotating basis by Juniority within the Littleton Post Office.
3. Management will give notification to all employees of overtime requirements at least 60 minutes before end of tour.

Item N - Method to be used in reserving light-duty assignments so that no regularly assigned member of the regular work force is affected.

1. When an employee qualifies for temporary or permanent light-duty assignment and is unable to perform all or part of his/her regular duties, then first consideration shall be given to those light-duty functions performed in the course of his/her regular assignment, which the employee can still perform with his/her specific light-duty limitations.
2. In determining what specific duties comprise an employee's light-duty assignment, the employee shall not be limited to his/her bid section and such duties may include those functions delineated in Item O.

Item P - The identification of assignments comprising a section, when it is proposed to reassign within an installation, employees excess to the needs of a section.

1. Tour 1
2. Tour 2
3. Tour 3

Item R - The determination as to whether annual leave to attend Union activities requested prior to determination of the choice vacation schedule is to be part of the total choice vacation plan.

Annual leave to attend union activities requested prior to determination of choice vacation schedule shall not be charged to the choice vacation plan.

Item T - Local implementation of this Agreement relating to seniority, reassignments and posting.

1. Management will meet with the union designee prior to posting on all vacant positions which are to be changed.
2. Each job bid will be on Form 1717 and deposited in the mail handlers' bid box located by the time clock. After the job bid has closed, management and a designated Mail Handler Union representative will remove, count, and verify the bids. Management will award such bids to the senior eligible bidder.
3. Bids may be withdrawn or cancelled by placing a written notice reflecting such a desire in the bid box prior to the closing of the posting.
4. Employees on leave shall be notified of any vacancies if they identify the time frame they will be gone and provide a self-addressed penalty envelope to the PostMaster for use in sending the notification.
5. For bids awarded during the month of December, employees shall be placed in the new assignment no later than January 15.
6. When no bids are received for a posted position, the employee who has been unassigned the longest and who is a full-time regular possessing the requirements for that position shall be assigned. Preference shall be considered if more than one such position is available, by the dictates of seniority of those affected.
7. The union under normal conditions shall be provided with an updated seniority roster no later than 15 calendar days after the beginning of each new calendar quarter.
8. The union will be provided with a copy of all bid-related notices.
9. Tours will be defined as follows:
 - TOUR 1 08:00pm - 03:59am
 - TOUR 2 04:00am - 11:59am
 - TOUR 3 12:00 noon - 07:59pm