



RECEIVED  
APWU  
MAY 24 2010  
WESTERN REGION  
COORDINATOR

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

May 20, 2010

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

Withholding Info  
 Staffing Issue(s)  
 Status Update  
 Grievance Administration  
 Please review, take action  
 and reduce issues to writ-  
 ing  
 Comments  
 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 Longmont, CO Post Office. In order to minimize the impact due to the planned excessing we are authorizing the withholding of eleven (11) residual vacancies at the same or lower level in surrounding installations within a 100-mile radius of the Longmont, CO Post Office. As information the eleven (11) affected Maintenance employees at the Longmont, CO Post Office hold the position of one (1) Building Equipment Mechanic/Level 9/Occ.Code 53060002, five (5) Electronic Technicians/Level 10/Occ.Code 8560020, two (2) Maintenance Mechanics/Level 7/Occ.Code 474903XX, one (1) Maintenance Support Clerk/Level 7/Occ.Code 030302XX, and two (2) Laborer Custodian/Level 4/350203XX.

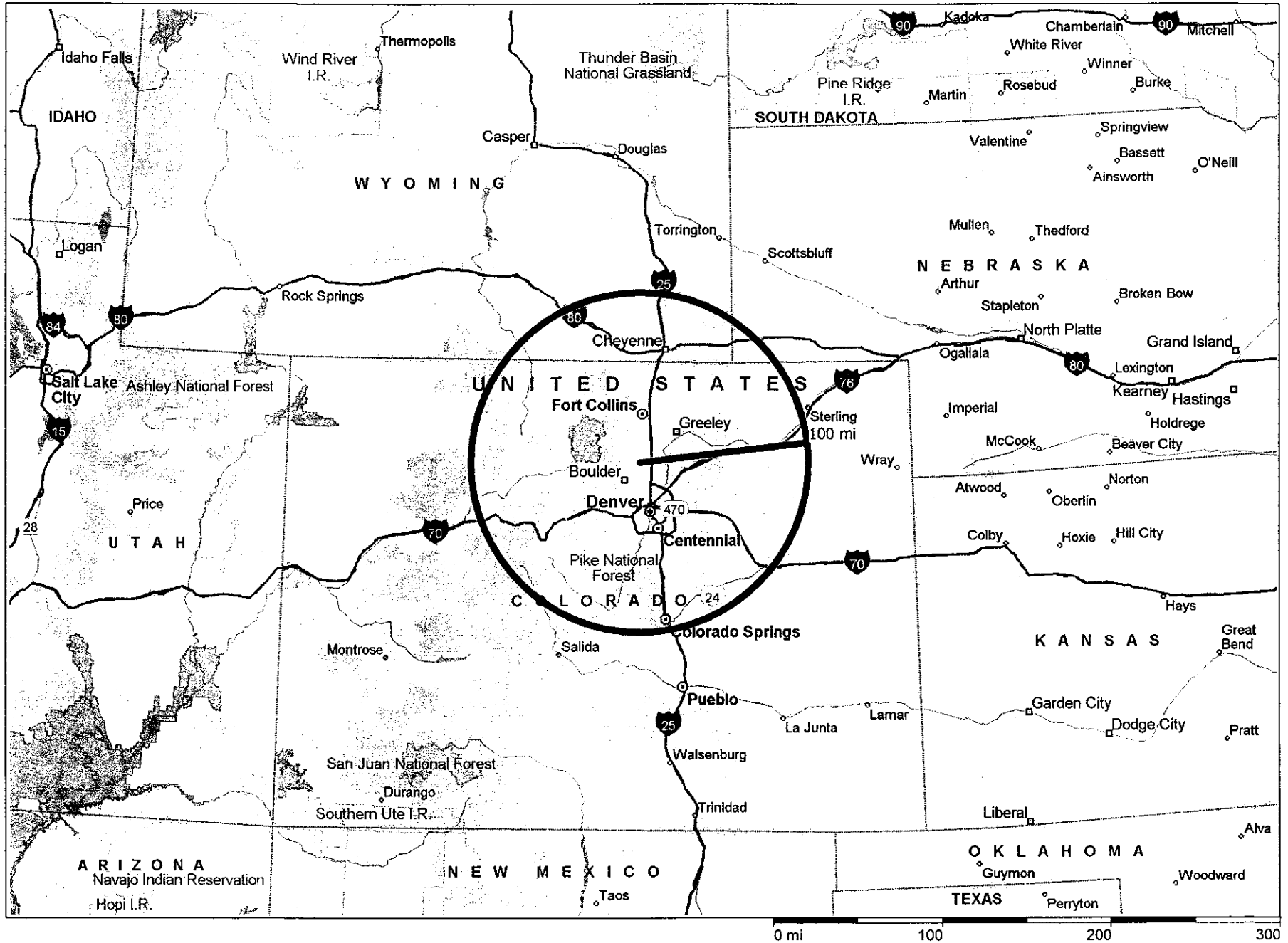
If you have any questions, please contact Scott Sutton Western Area Labor Relations at 303-313-5449.

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



# WorkHour Impact Report

<b>Impacted Bid Cluster</b>	LONGMONT POST OFFICE
<b>Installation Address</b>	
<b>Area Name</b>	WESTERN
<b>Impact Type</b>	Reduction Other Than by Attrition
<b>Date of Impact</b>	08/14/2010
<b>Period (Dates) of Review Performed</b>	05/09/2009 thru 05/07/2010
<b>Report Prepared By</b>	Kathleen Jackson
<b>Report Prepared Date</b>	05/17/2010
<b>Reviewed By</b>	Selwyn Epperson
<b>Phone</b>	(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	504	113	-391	-1564	-20332	-11	1872

## OverTime Impact

	Current OT Average Weekly Hrs	Current OT Rate	Planned OT per Week from changes	Additional Planned OT per Week	Percent Planned OT per Week	Planned OT Hours per Week	Planned OT Rate
Total	14	2.8%	-11.9	0		2	1.9%

# WorkHour Impact Report

## Casuals

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

## 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	NO
If Yes how Many MAINTENANCE PTFs	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	0
b. Planned Number of MAINTENANCE PTR Positions after Impact	0
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	14
b. Planned Number of MAINTENANCE FTR Positions After Impact	3
c. Estimated Number of MAINTENANCE FTR Attrition	0
d. Will there be any MAINTENANCE FTRs Excessed from Craft or Installation	YES
If Yes how Many MAINTENANCE FTRs	11
e. Provide Narrative Explaining need for Excessing	

Relocating DBCS machines will result in excessing the following: one BEM PS09, five ET PS10 (10), two MM PS07 one MOS PS07 and two L/C PS04 (4).

# WorkHour Impact Report-MAINTENANCE

## Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-1564
b. Planned Reduction in Total OT Hours per Month	-48
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	452
f. Total FTE Savings	-11

LONGMONT	PFLIPSEN JEROME L.	3399496	95609329	BUILDING EQUIPMENT MECH	9	167	3B	Y	6/17/2000
LONGMONT	ELLIOTT THOMAS C.	3105045	95730738	ELECTRONIC TECHNICIAN	10	168	3B	Y	9/23/2000
LONGMONT	BENDER WILLIAM M.	3430515	95797068	ELECTRONIC TECHNICIAN	10	168	3B	N	9/23/2000
LONGMONT	KAPPERMAN STAN W.	3040128	70381583	ELECTRONIC TECHNICIAN	10	168	3B	N	1/10/2004
LONGMONT	MC ELROY LESLIE J.	3075730	95810210	ELECTRONIC TECHNICIAN	10	168	3B	Y	5/14/2005
LONGMONT	SMITH DAVID M.	3388169	70381581	ELECTRONIC TECHNICIAN	10	168	3B	Y	
LONGMONT	RUMPH MICHAEL	3395739	95847474	LABORER CUSTODIAL	7	166	3B	Y	12/24/1994
LONGMONT	KONOLD CLIFFORD J.	3246553	95879051	LABORER CUSTODIAL	4	166	3B	Y	2/15/1997
LONGMONT	FARNHAM KEITH M.	3293766	95849853	LABORER CUSTODIAL	4	166	3B	Y	11/22/1997
LONGMONT	SIMINGTON TERRANCE	3294878	95712850	LABORER CUSTODIAL	4	166	3B	Y	6/17/2000
LONGMONT	DAVIDSON BRENDA L.	3375846	95539416	LABORER CUSTODIAL	4	166	3B	N	2/24/2001
LONGMONT	KLINZMANN DANIEL J.	2954558	70381586	MAINTENANCE MECHANIC	7	168	3B	Y	7/5/1997
LONGMONT	MASON BRADLEY G.	3120081	95666594	MAINTENANCE MECHANIC	7	168	3B	Y	10/25/1997
LONGMONT	ANDROMIDAS JORGE L	3435685	70381588	MAINTENANCE SUPPORT C	7	169	3B	N	4/2/2005

# MEMORANDA OF UNDERSTANDING

## ARTICLE I

### RECOGNITION

- A. This memoranda of understanding, called "MEMORANDA OF UNDERSTANDING", represents and constitutes an understanding between management of the Longmont Post Office and Local #673 of the American Postal Workers Union (APWU).
- B. APWU Local #673, the Longmont Local, is recognized as the exclusive bargaining representative of all APWU members under the jurisdiction of the Longmont Post Office and under the terms and conditions laid down by the National Agreement.
- C. This understanding has no force or effect with respect to employees in the other craft units not represented by the APWU.

## ARTICLE II

### APPLICABILITY OF MEMORANDA OF UNDERSTANDING

All articles of the basic and appropriate National Supplemental Agreements are hereby acknowledged to be binding upon the parties to this Agreement and are hereby incorporated by reference into this local agreement.

## ARTICLE III

### EMPLOYEE RIGHTS

- A. Management shall furnish lockers for employee use at the rate of one (1) locker for each two (2) employees.
- B. On the occasion of general locker inspection, a representative of the employee organization (Local 673) shall accompany the official inspecting the lockers. This shall not preclude authorized Post Office Officials from inspecting any locker or lockers should the unit feel such action necessary.
- C. All employees shall have the right to listen to their personal head-type radio, at their discretion, in any area of the Post Office, other than those employees in direct contact with the public, provided it does not create a safety hazard nor interfere with the performance of their duties.
- D. Management will furnish this Local's secretary-treasurer with an updated seniority list within one week after the beginning of a new postal quarter.

## ARTICLE IV

### ADMINISTRATION AND INTERPRETATION

- A. Quarterly Labor-Management Meetings - Regular quarterly meetings between the Postmaster, or his representative, and employees of the employee organization, shall be held on the first Tuesday of each postal quarter at a time and place mutually agreed upon. Additional meetings can be called by mutual agreement of both parties.

B. Agenda - It is agreed that the agenda items for discussion at the meetings shall be exchanged by the parties to this agreement at least one full workday before the scheduled meetings. Items not placed on such agenda shall be discussed only by mutual consent of the parties.

C. Minutes - Minutes of the labor-management meeting shall be kept by management, shall be reviewed and corrected by APWU local representative, and signed by both parties. Triplicate copies, one for the Postmaster, one to be posted, and one for the secretary-treasurer of APWU local shall be furnished by Friday of the same week.

D. Union Representation - Three representatives of the union shall be allowed to attend each labor-management meeting.

## ARTICLE V

### WORK AREA AND ASSIGNMENTS

The entire clerk craft of the Longmont Post Office shall comprise of one section. In the event it becomes necessary to reassign within the installation employees excess to its needs, reassignment will be made on the basis of seniority, beginning with the junior regular.

## ARTICLE VI

### ASSIGNMENT OF ILL OR INJURED REGULAR AND PTF EMPLOYEES

#### A. General Implementation

1 ) Requests for light duty assignments will be given careful consideration on an individual basis. There will be no official light duty assignments, but every effort will be made to provide work to an employee in need of light duty. If possible, the employee will be assigned to duties similar to their regular duties. If that is not possible, they shall be assigned to other work commensurate with their limitations. Such work will include duties that would not adversely affect a full time regular assignment. Normally, employees on light duty shall not be entitled to overtime.

2 ) The minimum eligibility for light duty assignment will be that an employee be able to function without relying on another employee for assistance and should be able to lift a minimum of thirty (30) pounds (a tray of letters). Exceptions will be made in accordance with Article VI, Section 1. These restrictions will not apply to an employee recovering from an on the job injury.

3 ) The Postmaster will notify the union in writing of requests for light duty assignments. He will indicate the availability and suitability of work for the employee as well as indicate his approval or disapproval of the request.

#### B. Temporary Light Duty Assignments

1 ) Temporary light duty assignments will be established when an employee becomes temporarily incapacitated for their regular duty assignment. Specific physical limitations must be stated by the employees physician.

2 ) Temporary light duty assignments shall be for a period not to exceed ninety (90) days unless further substantiated.

C. Permanent Light Duty Assignments

1 ) There shall be no official permanent light duty sections or work areas. Each request for permanent light duty will be adjudicated on it's own merit.

2 ) Employees in a permanent light duty status must be allowed to bid and be awarded and assigned to a position providing that he/she can perform the duties of the new assignment.

3 ) Permanent light duty assignments will be considered after ninety (90) days of temporary light duty.

**ARTICLE VII**

**HOURS OF WORK**

A. The work week for full-time regulars shall be the same as defined in Article VIII, Section 1 of the National Agreement.

B. 1 ) The employee's service week shall be a calendar week beginning at 12:01 A.M. Saturday and ending at 12 midnight the following Friday.

2 ) The employee's service day is the calendar day on which the majority of work is scheduled. Where the work scheduled is distributed evenly over two calendar days, the service day is the calendar day on which such work schedule begins.

3 ) The employee's normal work week is five (5) service days. As far as practicable, the five days shall be consecutive days within the service week. Management will meet with APWU to minimise split rest days as much as possible.

C. Part-time flexible employees with regular or flexible schedules, normal schedule shall consist of up to eight (8) hours within ten (10) hours.

D. Full or part time employees with regular or flexible schedules may not be required to remain on the clock longer than six (6) consecutive hours without a minimum break of at least thirty (30) minutes.

E. Rest periods will conform to past practices.

1 ) Shall not immediately precede a lunch period or an employee tour change.

2 ) Shall not exceed two in one tour, except when overtime is worked.

3 ) Shall not interfere with dispatch schedules.

4 ) If an employee, on their rest or lunch break, is interrupted to implement postal operations, their break will be extended to compensate for the interruption.

F. Employment of full-time and part-time employees with fixed or flexible schedules shall be confined to twelve (12) on-the-clock hours beginning with the time the employee first reports for duty on a calendar day. After the end of that period, the employee cannot be scheduled or called back until a period of eight (8) hours has elapsed.

G. 1 ) Part-time employees with flexible schedules shall be granted, if qualified, their choice of tours to be worked in regard to their seniority. Said employees shall make their preference known to the Supervisor in charge of scheduling on a semiannual basis.

2 ) When practicable, regular employees with same job description, equal efficiency, and working the same job assignment, will have choice of duties by seniority.

H. Clerks operating SPLSM's shall formulate their own rotation plan, which will be subject to review at Labor-Management meetings.

I. When fulfilling overtime requirements, all qualified employees on the overtime desired list will be utilized prior to any mandate of overtime. The sequence will be:

1 ) Overtime desired list

2 ) Mandatory overtime - On a rotating basis beginning with the junior full time regular after all qualified casuals and part time flexible clerks have been utilized.

J. The Postmaster or his representative shall meet with the President of the Local APWU or his/her designated alternate promptly after receiving Christmas instructions from the Postal Service. Plans and procedures will be thoroughly reviewed in line with Departmental instructions with the organization.

K. The method of selecting employees to work on a holiday

Management will post a holiday volunteer list one (1) week prior to the posting of a holiday schedule. As many full-time regular scheduled employees as can be spared will be excused from duty on a holiday or day designated as their holiday. Management shall determine the number and category of employees needed for holiday work and for days designated as individual employees' holidays and shall schedule employees with the needed skills by the following priorities:

1 ) Casuals and qualified part-time flexibles where overtime will not be required.

2 ) Qualified full-time regular employees in order of seniority, who have volunteered to work on the holiday or designated holiday, when such day is part of their regular work schedule.

3 ) All qualified full-time regular volunteers in order of seniority from the overtime desired list will be worked prior to other full-time regular volunteers on their non-scheduled day.

4 ) All other qualified full-time regular volunteers in order of seniority.

5 ) Casuals and part-time flexibles, even when overtime is necessary.

6 ) Involuntary assignments shall be made on the basis of inverse seniority. The methods of selecting qualified employees for holiday work shall be by tours and juniority within the tour starting with:

a ) Employees whose regular schedule includes that day.

b ) Employees whose regular schedule does not include that day.

2 ) Prime Time will be from December 26th through December 1st.

The following formula will be used to determine the number of employees granted annual leave:

Number of authorized positions as of December 1st times 4.0 divided by 25.

0.40 employee and above will go to the higher number.

0.39 employee and below will go to the lower number.

Up to two (2) full-time regular window clerks can be on annual leave at any one time.

3 ) When an employee bids or is assigned to another tour, said employee will carry approved annual leave with them.

C. On first and second round bidding, annual leave will begin on either Saturday, or the first day after any one of the employees non-scheduled days. All part-time flexible clerks work week will have Saturday and Sunday non-scheduled days for annual leave bidding.

D. When a vacation period is vacated for any reason, this vacated period will be posted for seven (7) calendar days for rebid by seniority from the vacating employee on down. Periods vacated less than seven (7) days before the schedule is posted will not be available for rebid. Trading vacation periods will not be allowed.

E. First round bidding will be conducted during the second week of January. One bid on a seniority basis. Annual leave bids submitted after the employee's assigned bid day will be accepted and will be considered as the senior bid on the day it is received. A late bid will not "bump" timely bids from employees with lesser seniority. If conflicts arise, the late bid will have to be changed.

F. Second round bidding will be conducted during the third week of January. One bid on a seniority basis. Late annual leave bids will be handled the same as in Article IX, Section E. (above).

G. After closing of the second round of bidding, all remaining leave time available for the entire leave year will be bid on a first come, first served basis. Seniority shall prevail for requests submitted on the same day requesting the same time period. Bids will be accepted starting on Wednesday of the week following the closing of second round bidding. Management will respond to bid request within 72 hours or leave shall be considered approved. Bids must be handed to supervisor.

H. Leave to attend National, Regional, or State Conventions, Military Leave, or Jury Duty shall not be charged against the employees personal annual leave bid. The number of employees attending union conventions shall be counted in the total number of employees allowed off for that period. One additional employee will be allowed off during convention periods for the purpose of attending those conventions. Management shall be notified by the APWU as soon as convention dates are known. If dates are not known prior to bidding, Management will make every effort to permit a maximum of one employee to attend.

I. Special consideration will be given to employees whose NS days have changed from their original approved annual leave bid to make their leave compatible with their new NS days. Consideration will be given to emergencies, once in a lifetime trips or leave of a special nature.

J. A clerk leave calendar will be posted and updated by management to show leave taken and periods open.

12. Bidding in the first two rounds will have employees earning 15 days annual leave granted five (5) to ten (10) days of continuous leave and employees earning 20 to 26 days granted five (5), ten (10), or fifteen (15) days of continuous leave. There will be no split bidding in these two rounds.

L. Any employee with approved annual leave for one of their regular scheduled work days on either side of a holiday or non-scheduled day in conjunction with the holiday, will be guaranteed the holiday off. The approved annual leave day(s), holiday, and non-scheduled day(s) will be marked as AL on the leave calendar. For computing purposes only, an employee shall be considered on annual leave for the entire seven (7) day work week whenever said employee is off five (5) or more days of that week.

M. Management will monitor, and will be assisted when necessary by an APWU official, to make certain that no employee is given annual leave approval for more hours than they will have to their credit at the end of the leave year.

N. Annual leave time permitted in December, other than designated in Article IX, Section B-2, will be decided at the October Labor-Management meeting each year. The time granted will be included in the leave year.

O. Maintenance craft personnel shall be granted vacations from a separate leave roster.

## ARTICLE X

### SAFETY AND HEALTH

A. The safety and health committee shall operate as per Article XIV of the National Agreement.

B. Management must make every effort to maintain a consistent, comfortable year-round building temperature.

#### C. GUIDELINES FOR CURTAILMENT OF POSTAL OPERATIONS

1 ) Responsible Postal Officials shall examine the situation immediately when competent City Government Officials (Police, Fire Department, etc.) encourage wholesale closing of businesses and other local industries. In accordance to the impact on employees and service, Postal Officials shall grant leave without pay, annual leave, and/or other leave as specified in ELM 519.211 and 519.212, and F21-380.

2 ) They also shall determine the utilization of the scheduled work force by the severity of the specific needs of the Service with specific emphasis on the preservation of the health and welfare of the employees at the local installation.

3 ) When an alleged explosive device has been discovered or a threat made against the postal facility and verified by a postal and/or City official, contingency plan #159C will go into effect.

4 ) An on duty union official should be notified as soon as possible when breakdown of air conditioning or heating unit results in abnormally warm or cold working environment.

5 ) Postal officials will make the safety of the employees their prime concern taking appropriate action to protect employee welfare.

## ARTICLE XI

### UNIFORMS AND ATTIRE

- A. Local seasons shall be the basis for proper window attire. Window clerks will not be required to wear ties between Memorial Day through September 15, if they wear open collar short sleeved shirts.
- B. Uniforms will be provided according to Article XXVI of the National Agreement.

## ARTICLE XII

### POSTING

No position shall be posted because of any change of duties of an individual's tour, except by mutual consent of Management, Local 673, and incumbent.

- A. Job changes in excess of one (1) hour from the original start time during the life of the contract shall be reposted.
- B. Any proposed changes in individual clerks starting times and/or duties, shall require a meeting between Management and Local APWU Representatives. The Local shall be notified at least seven (7) days in advance of any change in tours when possible.
- C. Notice of all vacancies including newly created or restored positions, will be posted on clerks official bulletin board within seven (7) days. All notices shall be open for bid seven (7) days after issuance and shall state closing date.
- D. When an employee bids on an assignment and decides to withdraw, he/she must do so before the closing date. Once the bids are closed, he/she must accept the vacant position.
- E. It shall be permissible for an employee going on sick, annual, or military leave not exceeding thirty (30) days to hand in a standby bid. Said bid to be processed in the usual procedure. The bid should be submitted to the Personnel section with his/her personal instructions.
- F. The successful bidder will be placed in the assignment at the beginning of the pay period following closing date of the bidding announcement.
- G. Local 673 shall be supplied with a complete list of each clerks duties under present assignment and as such changes are made.

## ARTICLE XIII

### PARKING

Parking shall be provided on a first come first served basis.

MEMORANDA OF UNDERSTANDING

This Memorandum of Understanding entered into on October 10, 1991 at Longmont, Colorado between representatives of the Longmont Post Office and the Longmont Local, American Postal Workers Union Local # 673, signatory to the National Agreement pursuant to the local implementation procedures of the 1990-1994 National Agreement. This Memorandum of Understanding constituting the entire agreement of matters relating to local conditions of employment.

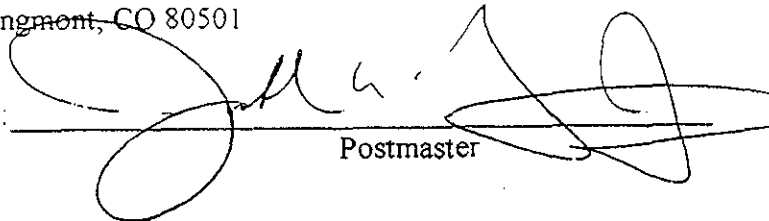
The term of this Memorandum of Understanding shall be effective on signature by the employer and the union and shall remain in full force and effect to and including 12 o'clock midnight, November 20, 1994, and for such a period as the National Agreement may be extended.

Should any item of this local implementation be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by a court of competent jurisdiction or invalidated through Regional and/or National action, such invalidation of such part or provision shall not invalidate the remaining provisions of the Local Implementation, and they shall remain in full force and effect.

This Memorandum of Understanding was extended through the 1994-1998 National Bargaining Agreement by agreement of both parties. This Memorandum is hereby extended in its entirety through the 1998-2000 National Bargaining Agreement again by agreement of both parties. It will run concurrently with the 1998 National Bargaining Agreement and within the provisions set forth in said agreement.

UNITED STATES POSTAL SERVICE

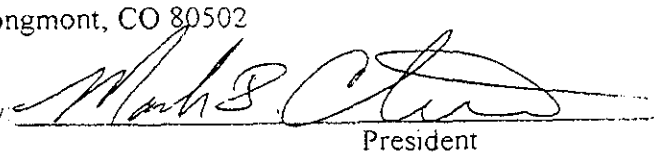
Longmont Post Office  
201 Coffman St  
Longmont, CO 80501

By:  \_\_\_\_\_  
Postmaster

11/24/99  
\_\_\_\_\_  
Date

EMPLOYEE ORGANIZATION

American Postal Workers Union AFL-CIO  
Longmont Local #673  
P.O.Box 341  
Longmont, CO 80502

By:  \_\_\_\_\_  
President

11/24/99  
\_\_\_\_\_  
Date

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 COWY District

Dear Mr. Gonzalez,

This letter is with regard to the removal of equipment in the Longmont, 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.

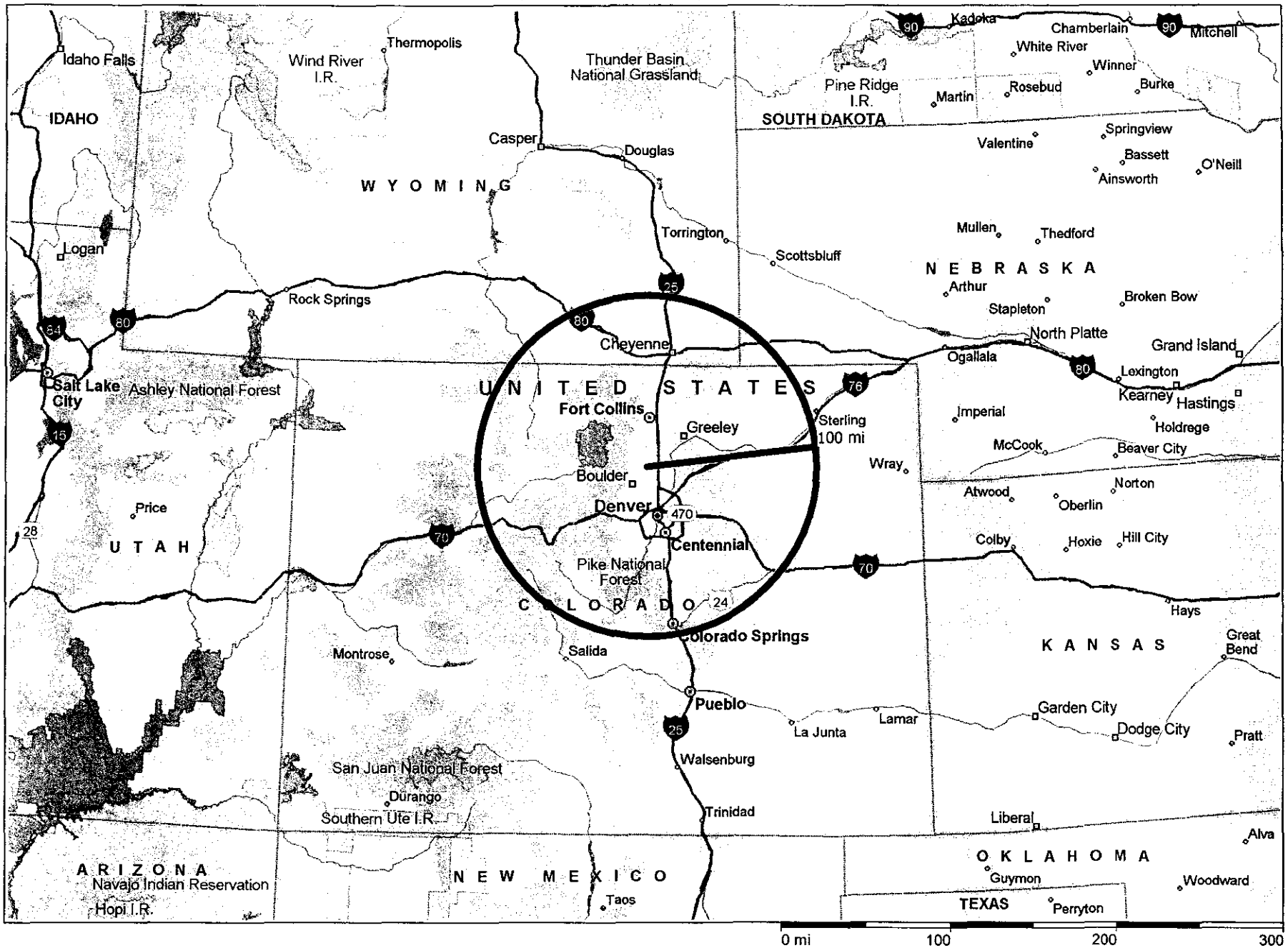


Scott Sutton for  
Valerie E. Martin  
Manager Human Resources  
Western Area

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 COWY  
Manager Human Resources COWY  
Manager Labor Relations COWY  
NALC Region 4  
NPMHU Regional Director Denver

# Colorado, United States, North America



# WorkHour Impact Report

Impacted Bid Cluster	LONGMONT 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	05/14/2010
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	250	216	-34	-136	-1768	-1	1872

## OverTime Impact

	Current OT Average Weekly Hrs	Current OT Rate	Planned OT per Week from changes	Additional Planned OT per Week	Percent Planned OT per Week	Planned OT Hours per Week	Planned OT Rate
Total	21	8.4%	-21	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	

### Part Time Flexible (PTFs)

a. Current Number of MAIL HANDLER PTFs on Rolls	1
b. Current Total Non-OverTime MAIL HANDLER PTFs Hours per Month	136
c. Planned Reduction in Total Non-OverTime MAIL HANDLER PTFs Hours per Month	-136
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	

### 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	

# 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                         |    |

## Full Time Regular (FTRs)

- |  |    |
|--|----|
| a. Current Number of MAIL HANDLER FTRs on Rolls                            | 6  |
| b. Planned Number of MAIL HANDLER FTR Positions After Impact               | 6  |
| c. Estimated Number of MAIL HANDLER FTR Attrition                          | 0  |
| d. Will there be any MAIL HANDLER FTRs Excessed from Craft or Installation | NO |
| If Yes how Many MAIL HANDLER FTRs  | 0  |
| e. Provide Narrative Explaining need for Excessing                         |    |

# WorkHour Impact Report-MAIL HANDLER

## Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	0
b. Planned Reduction in Total OT Hours per Month	-84
c. Planned Reduction in Casual Non-OT Hours per Month	0
d. Planned Reduction in PTF Non-OT Hours per Month	-136
e. Planned Reduction in TE Non-OT Hours per Month	0
e. Total Planned Non-OT Hours per Month	864
f. Total FTE Savings	-1

## 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	1508	1372	-136	-544	-7072	-4	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	188	12.5%	-50	0		138	10.1%

# WorkHour Impact Report

## Casuals

a. Current Number of CLERK Casuals on Rolls	2
b. Current Total Non-OverTime CLERK Casuals Hours per Month	304
c. Planned Reduction in Total Non-OverTime CLERK Casuals Hours per Month	-304
d. Number of CLERK Casuals that will have Reduced Hours	0
e. Number of CLERK Casuals that will be Terminated	-2
f. Number of CLERK Casuals Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining CLERK Casuals	

## Part Time Flexible (PTFs)

a. Current Number of CLERK PTFs on Rolls	4
b. Current Total Non-OverTime CLERK PTFs Hours per Month	560
c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month	-240
d. Number of CLERK PTFs that will have Reduced Hours	4
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	

## 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	

# 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 CLERK PTRs	NO 0
e. Provide Narrative Explaining need for Excessing	

## Full Time Regular (FTRs)

a. Current Number of CLERK FTRs on Rolls	38
b. Planned Number of CLERK FTR Positions After Impact	38
c. Estimated Number of CLERK FTR Attrition	0
d. Will there be any CLERK FTRs Excessed from Craft or Installation If Yes how Many CLERK FTRs	NO 0
e. Provide Narrative Explaining need for Excessing	

**TOUR I SCHEDULE**

**PERIOD 11 WEEK 01**

POS #	NAME	REPO RT TIME	5/8	5/9	5/10	5/11	5/12	5/13	5/14		
			SAT	SUN	MON	TUE	WED	THU	FRI		
TOUR I CLERKS	2	DORNBUSCH, MICHAEL	2250	WK/NS	NS						
	48	ARAGON, THEODORE	2200	AL	NS	NS					
	14	HEGAN, JOHN	2300	WK/NS	NS						
	1	NOWAKOWSKI, PERSEFANIE	2250	NS	NS						
	22	DIAZ, EVA	2350		NS	NS					
	25	CONANT, JOE	2200		NS	NS					
	37	TRAN, FRED	2200	NS	NS	AL					
	20	MCDONALD, JOHN	2300						NS	NS	
	16	SANTOS, VALDEZ	2350					NS	NS		
	46	OLIVAS, LUPE	2250	NS	NS	AL					
	9	WINSLOW, REBECCA	2300		NS	MANDATE WK/NS					
	4	HENRY, DEBRA	2250		CIC		NS	NS			
	3	McFALL, WILLIAM	2250	NS	NS	AL					
	55	HICKEY, DENNIS	2250				NS	NS			
	11	OWEN, SCOTT	2300						NS	NS	
	13	OLIBONI, THOMAS	2300				NS	NS			
	19	PERRY, MIKE	2350				NS	NS			
	PTF		CRAFT, ARNOLD	PTF 2300	AL	NS	0400-0800 MPO 1600-2000 TP	1600-0050	1600-0050	1600-0050	NS
		WICKHAM, CHARLENE	PTF 2300	USL	NS	USL	USL	USL	USL	USL	
CAS		ABEYTA, RICHARD	CAS 2300	0200 MPO	NS	2300	0200 MPO	0100 MPO	0200 MPO	NS	
		VIGIL, JENNIFER	CAS 2300	0200 MPO	NS	2300	0200 MPO	1100	0200 MPO	NS	
VACWITH	62	WITHDGMCDONALD, JOHNORWITH	2200	XXX	XXX	XXX	XXX	XXX	NS	NS	
	51	WITHXX(Mohrland)XXWIT	2350	XXX	XXX	XXX	XXX	XXX	NS	NS	
	53	WITHXX(Diaz)XXX	2350	XXX	NS	NS	XXX	XXX	XXX	XXX	
MAIN	72	SMITH, MARK	0100			MANDATE COS WK/NS	MANDATE COS WK	NS			
	32	TIJERINA, PETE	0100	NS	NS						
	70	MOORE, LINDA	0200		NS	MANDATE COS WK	MANDATE COS NS				
	PTF		ROCK, RANDY	PTF 0200	1600-2000 DISP TP	NS	0100 TRN 0200 SCHEME	0100 TRN 0200 SCHEME	0100 TRN 0200 SCHEME	NS	1600-2000 DISP TP
			MARTIN, RICHARD	PTF 0200	TOUR II	NS	TOUR II	TOUR II	0100 TRN 0200 SCHEME	NS	0100 TRN 0200 DIST
16	XXX(Cleo)XXXXXX	0400	NS	NS	XXX	XXX	XXX	XXX	XXX		
MAIL HANDLERS	1	MAHAFFEY	2050			NS	NS				
	2	WHITE, ROBERT	0050	NS	NS						
		ECKHARDT, LEWIS	2150			2050	2050	NS	NS		
		ANTHONY, KERRI	0250	0300	NS	0300	0300	0300	AL	NS	

## LONGMONT MAIN OFFICE CLERK SCHEDULE

POS	NAME		SAT	SUN	MON	TUES	WED	THU	FRI	POS
			8-May	9-May	10-May	11-May	12-May	13-May	14-May	
	MARTINEZ, E	8:00	NS	NS		ssl				GEN OFF
	PHELPS, K	8:00	NS	NS			ssl			GEN OFF
42	PETERSON, N	775	NS	NS						BMEU
60	KACHNIC, S	1030	NS	NS	AL	AL				BMEU
18	BAERGA, K	5:00	NS	NS		SSL				AMCB
24	BILLINGS, M	10:30		NS	NS					PMCB
16	DEVANEY	6:00		NS				NS		BOX R/WIN
76	CHRISTIE	11:00	SSL	NS	SSL	SSL	NS	SSL	SSL	DISPATCH
74	LONG, P	7:30		NS		NS		BOX		BOX R/WIN
29	BELL, A	7:00	NS	NS						WINDOW
75	GAGLIANO, L	7:30	AL	NS	700		700		NS	WINDOW
30	BAUR, S	9:30	AL	NS	AL	AL	AL	1412/WIN	NS	WINDOW
57	MARTINEZ, R	10:00	1412	NS	1412	1412	1412	NS	1412	WINDOW
47	GAMBLE	9:30		NS		DISP				WINDOW
41	MATNEY, D	10:30	NS	NS	AL	AL	AL	AL	AL	1412/WIN
52	CARMODY		DISP	NS	PMCB	NS	DISP	DISP	DISP	AMCB/PMCB/D ISP/WIN
PTF	MARTIN, R	PTF	AMCB	NS	DISP	AMCB				PTF
70	MOORE	3:30		NS	NS			NS		PARCELS
32		1:00		NS				NS		PARCELS
72	SMITH	1:00				NS	NS			PARCELS
50	TIJERINA	1:00		NS	NS					SPURS
71		4:00		NS					NS	PARCELS
MH	ECKHARDT, L	0:00					NS	NS		MH
MH	ANTHONY, K	0:00								MH

USE T-1 SCHEDULE TWIN PEAKS

Schedule may be subject to changes

LONGMONT	SMITH MARK K.	3101057	95488175	MAIL PROCESSING CLE	6	110	4	Y	11/18/1978
LONGMONT	BILLINGS MARILYN K.	3334423	95502664	MAIL PROCESSING CLE	6	110	4	N	9/6/1980
LONGMONT	HEGAN JOHN D.	2997879	95857079	MAIL PROCESSING CLE	6	110	4	N	5/30/1981
LONGMONT	BAERGA KENNETH L.	3271142	95620154	MAIL PROCESSING CLE	6	110	4	Y	5/1/1982
LONGMONT	CHRISTIE MARK J.	3073385	95786130	SALES AND SERVICES A	6	110	4	Y	9/17/1983
LONGMONT	BELL ARTHUR T.	3094033	95578398	DIST WINDOW CLK	6	110	4	Y	9/17/1983
LONGMONT	GAGLIANO LOUIS J.	3392749	95508972	SALES AND SERVICES A	6	110	4	N	11/12/1983
LONGMONT	KACHNIC SUE E.	3227205	95537265	BULK MAIL TECH	7	110	7	N	6/7/1986
LONGMONT	SCOGIN ROGER T.	3139363	95841561	MAIL PROCESSING CLE	6	110	4	N	2/14/1987
LONGMONT	DORNBUSCH MICHAEL D	2961796	95863915	MAIL PROCESSING CLE	6	110	4	N	6/6/1987
LONGMONT	PETERSEN NELS D.	3140638	95823069	BULK MAIL TECH	7	110	7	Y	2/27/1988
LONGMONT	ARAGON THEODORE A.	3227670	95706061	MAIL PROCESSING CLE	6	110	4	Y	10/22/1988
LONGMONT	BAUR SUSAN K.	3275956	95574824	DIST WINDOW CLK	6	110	4	N	5/15/1993
LONGMONT	TIJERINA PETE A.	3320442	95525886	MAIL PROCESSING CLE	6	110	4	N	7/10/1993
LONGMONT	NOWAKOWSKI PERSEFA	3071549	95673366	MAIL PROCESSING CLE	7	110	4	Y	10/16/1993
LONGMONT	DIAZ EVA	3427428	95739590	MAIL PROCESSING CLE	7	110	4	N	1/8/1994
LONGMONT	MARTINEZ JR RAYMOND	3169132	95680336	SALES AND SERVICES A	6	110	4	Y	8/5/1995
LONGMONT	HOLCOMB JERRY R.	3327441	95585012	MAIL PROCESSING CLE	6	110	4	Y	9/30/1995
LONGMONT	MATNEY DAWN M.	3052040	95712305	WINDOW SVC TECH	7	110	4	N	3/29/1997
LONGMONT	CONANT JOSEPH	3375824	95787478	MAIL PROCESSING CLE	6	110	4	Y	5/24/1997
LONGMONT	MARTINEZ ELAINE C.	3324318	95720223	MAIL PROCESSING CLE	6	110	4	N	12/20/1997
LONGMONT	DEVANEY MARIA C.	3086359	95781604	MAIL PROCESSING CLE	6	110	4	N	1/3/1998
LONGMONT	MCDONALD JOHN C.	3002471	95682517	MAIL PROCESSING CLE	6	110	4	N	1/3/1998
LONGMONT	TRAN FRED	3142882	95477885	MAIL PROCESSING CLE	6	110	4	N	1/8/1998
LONGMONT	VALDEZ SANTOS B.	2943173	95706457	MAIL PROCESSING CLE	6	110	4	N	11/7/1998
LONGMONT	OLIVAS GUADALUPE	3282734	95880671	MAIL PROCESSING CLE	6	110	4	N	12/5/1998
LONGMONT	GAMBLE MICHAEL D.	3189675	95738659	SALES AND SERVICES A	6	110	4	N	2/27/1999
LONGMONT	WINSLOW REBECCA L.	3153135	95482078	MAIL PROCESSING CLE	6	110	4	N	7/31/1999
LONGMONT	LONG PHILIP M.	3224302	95779198	SALES,SVCS/DISTRIBUT	6	110	4	N	9/25/1999
LONGMONT	HENRY DEBRA J.	3080155	95574311	MAIL PROCESSING CLE	6	110	4	N	9/25/1999
LONGMONT	MOORE LYNDA K.	2951395	95584611	MAIL PROCESSING CLE	6	110	4	N	11/6/1999
LONGMONT	MCFALL WILLIAM D.	3024613	95502649	MAIL PROCESSING CLE	6	110	4	N	2/12/2000
LONGMONT	PHELPS KATHY E.	3046812	95549520	SALES,SVCS/DISTRIBUT	6	110	4	N	10/2/2004
LONGMONT	CRAFT ARNOLD K.	1979628	70125643	MAIL PROCESSING CLE	6	410	4	Y	5/5/2005
LONGMONT	HICKEY DENIS P.	1571201	95604625	SALES,SVCS/DISTRIBUT	6	110	4	N	7/23/2005
LONGMONT	OWEN SCOTT D.	3168791	95535751	SALES,SVCS/DISTRIBUT	6	110	4	N	10/1/2005
LONGMONT	CARMODY JAMES A.	3619027	95599766	MAIL PROCESSING CLE	6	110	4	Y	10/15/2005
LONGMONT	OLIBONI THOMAS J.	3619022	70067441	MAIL PROCESSING CLE	6	110	4	N	10/15/2005
LONGMONT	PERRY MICHAEL S.	3555629	70187438	MAIL PROCESSING CLE	6	110	4	Y	6/24/2006
LONGMONT	WICKHAM CHARLENE L.	2306224	70294466	MAIL PROCESSING CLE	6	410	4	N	1/20/2007
LONGMONT	MARTIN RICHARD D.	3752998	95684614	MAIL PROCESSING CLE	6	410	4	N	9/1/2007
LONGMONT	ROCK RANDALL R.	3180149	70145883	MAIL PROCESSING CLE	6	410	4	Y	1/19/2008

# MEMORANDA OF UNDERSTANDING

## ARTICLE I

### RECOGNITION

- A. This memoranda of understanding, called "MEMORANDA OF UNDERSTANDING", represents and constitutes an understanding between management of the Longmont Post Office and Local #673 of the American Postal Workers Union (APWU).
- B. APWU Local #673, the Longmont Local, is recognized as the exclusive bargaining representative of all APWU members under the jurisdiction of the Longmont Post Office and under the terms and conditions laid down by the National Agreement.
- C. This understanding has no force or effect with respect to employees in the other craft units not represented by the APWU.

## ARTICLE II

### APPLICABILITY OF MEMORANDA OF UNDERSTANDING

All articles of the basic and appropriate National Supplemental Agreements are hereby acknowledged to be binding upon the parties to this Agreement and are hereby incorporated by reference into this local agreement.

## ARTICLE III

### EMPLOYEE RIGHTS

- A. Management shall furnish lockers for employee use at the rate of one (1) locker for each two (2) employees.
- B. On the occasion of general locker inspection, a representative of the employee organization (Local 673) shall accompany the official inspecting the lockers. This shall not preclude authorized Post Office Officials from inspecting any locker or lockers should the unit feel such action necessary.
- C. All employees shall have the right to listen to their personal head-type radio, at their discretion, in any area of the Post Office, other than those employees in direct contact with the public, provided it does not create a safety hazard nor interfere with the performance of their duties.
- D. Management will furnish this Local's secretary-treasurer with an updated seniority list within one week after the beginning of a new postal quarter.

## ARTICLE IV

### ADMINISTRATION AND INTERPRETATION

- A. Quarterly Labor-Management Meetings - Regular quarterly meetings between the Postmaster, or his representative, and employees of the employee organization, shall be held on the first Tuesday of each postal quarter at a time and place mutually agreed upon. Additional meetings can be called by mutual agreement of both parties.

B. Agenda - It is agreed that the agenda items for discussion at the meetings shall be exchanged by the parties to this agreement at least one full workday before the scheduled meetings. Items not placed on such agenda shall be discussed only by mutual consent of the parties.

C. Minutes - Minutes of the labor-management meeting shall be kept by management, shall be reviewed and corrected by APWU local representative, and signed by both parties. Triplicate copies, one for the Postmaster, one to be posted, and one for the secretary-treasurer of APWU local shall be furnished by Friday of the same week.

D. Union Representation - Three representatives of the union shall be allowed to attend each labor-management meeting.

## ARTICLE V

### WORK AREA AND ASSIGNMENTS

The entire clerk craft of the Longmont Post Office shall comprise of one section. In the event it becomes necessary to reassign within the installation employees excess to its needs, reassignment will be made on the basis of seniority, beginning with the junior regular.

## ARTICLE VI

### ASSIGNMENT OF ILL OR INJURED REGULAR AND PTF EMPLOYEES

#### A. General Implementation

1 ) Requests for light duty assignments will be given careful consideration on an individual basis. There will be no official light duty assignments, but every effort will be made to provide work to an employee in need of light duty. If possible, the employee will be assigned to duties similar to their regular duties. If that is not possible, they shall be assigned to other work commensurate with their limitations. Such work will include duties that would not adversely affect a full time regular assignment. Normally, employees on light duty shall not be entitled to overtime.

2 ) The minimum eligibility for light duty assignment will be that an employee be able to function without relying on another employee for assistance and should be able to lift a minimum of thirty (30) pounds (a tray of letters). Exceptions will be made in accordance with Article VI, Section 1. These restrictions will not apply to an employee recovering from an on the job injury.

3 ) The Postmaster will notify the union in writing of requests for light duty assignments. He will indicate the availability and suitability of work for the employee as well as indicate his approval or disapproval of the request.

#### B. Temporary Light Duty Assignments

1 ) Temporary light duty assignments will be established when an employee becomes temporarily incapacitated for their regular duty assignment. Specific physical limitations must be stated by the employees physician.

2 ) Temporary light duty assignments shall be for a period not to exceed ninety (90) days unless further substantiated.

C. Permanent Light Duty Assignments

- 1 ) There shall be no official permanent light duty sections or work areas. Each request for permanent light duty will be adjudicated on it's own merit.
- 2 ) Employees in a permanent light duty status must be allowed to bid and be awarded and assigned to a position providing that he/she can perform the duties of the new assignment.
- 3 ) Permanent light duty assignments will be considered after ninety (90) days of temporary light duty.

**ARTICLE VII**

**HOURS OF WORK**

- A. The work week for full-time regulars shall be the same as defined in Article VIII, Section 1 of the National Agreement.
- B. 1 ) The employee's service week shall be a calendar week beginning at 12:01 A.M. Saturday and ending at 12 midnight the following Friday.
- 2 ) The employee's service day is the calendar day on which the majority of work is scheduled. Where the work scheduled is distributed evenly over two calendar days, the service day is the calendar day on which such work schedule begins.
- 3 ) The employee's normal work week is five (5) service days. As far as practicable, the five days shall be consecutive days within the service week. Management will meet with APWU to minimise split rest days as much as possible.
- C. Part-time flexible employees with regular or flexible schedules, normal schedule shall consist of up to eight (8) hours within ten (10) hours.
- D. Full or part time employees with regular or flexible schedules may not be required to remain on the clock longer than six (6) consecutive hours without a minimum break of at least thirty (30) minutes.
- E. Rest periods will conform to past practices.
- 1 ) Shall not immediately precede a lunch period or an employee tour change.
  - 2 ) Shall not exceed two in one tour, except when overtime is worked.
  - 3 ) Shall not interfere with dispatch schedules.
  - 4 ) If an employee, on their rest or lunch break, is interrupted to implement postal operations, their break will be extended to compensate for the interruption.
- F. Employment of full-time and part-time employees with fixed or flexible schedules shall be confined to twelve (12) on-the-clock hours beginning with the time the employee first reports for duty on a calendar day. After the end of that period, the employee cannot be scheduled or called back until a period of eight (8) hours has elapsed.

G. 1 ) Part-time employees with flexible schedules shall be granted, if qualified, their choice of tours to be worked in regard to their seniority. Said employees shall make their preference known to the Supervisor in charge of scheduling on a semiannual basis.

2 ) When practicable, regular employees with same job description, equal efficiency, and working the same job assignment, will have choice of duties by seniority.

H. Clerks operating SPLSM's shall formulate their own rotation plan, which will be subject to review at Labor-Management meetings.

I. When fulfilling overtime requirements, all qualified employees on the overtime desired list will be utilized prior to any mandate of overtime. The sequence will be:

1 ) Overtime desired list

2 ) Mandatory overtime - On a rotating basis beginning with the junior full time regular after all qualified casuals and part time flexible clerks have been utilized.

J. The Postmaster or his representative shall meet with the President of the Local APWU or his/her designated alternate promptly after receiving Christmas instructions from the Postal Service. Plans and procedures will be thoroughly reviewed in line with Departmental instructions with the organization.

K. The method of selecting employees to work on a holiday

Management will post a holiday volunteer list one (1) week prior to the posting of a holiday schedule. As many full-time regular scheduled employees as can be spared will be excused from duty on a holiday or day designated as their holiday. Management shall determine the number and category of employees needed for holiday work and for days designated as individual employees' holidays and shall schedule employees with the needed skills by the following priorities:

1 ) Casuals and qualified part-time flexibles where overtime will not be required.

2 ) Qualified full-time regular employees in order of seniority, who have volunteered to work on the holiday or designated holiday, when such day is part of their regular work schedule.

3 ) All qualified full-time regular volunteers in order of seniority from the overtime desired list will be worked prior to other full-time regular volunteers on their non-scheduled day.

4 ) All other qualified full-time regular volunteers in order of seniority.

5 ) Casuals and part-time flexibles, even when overtime is necessary.

6 ) Involuntary assignments shall be made on the basis of inverse seniority. The methods of selecting qualified employees for holiday work shall be by tours and juniority within the tour starting with:

a ) Employees whose regular schedule includes that day.

b ) Employees whose regular schedule does not include that day.

L. When overtime hours are to be allotted a tour or individual employee, the employee shall be advised one (1) hour before the end of the regular tour.

M. Management shall provide a weekly overtime list to the local secretary-treasurer no less than three (3) days after weeks end.

N. One annotated overtime desired list will be posted two (2) weeks prior to the beginning of a calendar quarter. The list shall contain columns for all employees to designate their preference for working their regularly scheduled day, their non-scheduled day, and more than ten (10) hours in a day. Any employee signing the overtime desired list is subject to work up to twelve (12) hours in a day and sixty (60) hours per week and will be subject to work overtime for the entire calendar quarter. No employee will be permitted to remove their name without acceptable medical documentation.

O. During the quarter, every effort will be made to distribute equitably the opportunity to work overtime among those on the list on each tour and between tours when qualified. In order to ensure equitable opportunities for overtime, Management will meet with Labor when necessary to review the responsibility for processing mail on overtime.

P. Each employee shall be granted a wash-up time of two (2) minutes before lunch.

Q. The schedule will be posted by the end of Tour One on the day required in the National Agreement with the cut-off for submitting annual leave at 0500 for Tour One and 1300 for Tour Two the day prior to the posting day.

R. In the event of any change of scheduling after PTF's have left the premises and before original scheduled return, Management will at the time of change, notify or attempt to notify all concerned PTF's.

S. If at any time during this contract the Longmont Post Office employs Transitional Employees, Management and the Union will meet and negotiate any appropriate articles that apply to those employees including holiday pecking order, overtime, and any other necessary articles.

## ARTICLE VIII

### SCHEMES

Both parties will abide with Publication 118 (FLSA).

## ARTICLE IX

### LEAVE

A. Management will furnish this Local with annual leave bidding guidelines by December tenth (10). The bid leave year will be from February 1 through January 31 of the following year.

B. 1 ) For annual leave purposes, clerks will bid by tours. Tour 1 will consist of employees who work the majority of their hours between 9:30 PM and 6:00 AM. Tour 2 will consist of employees who work the majority of their hours between 6:00 AM and 6:00 PM. Employees with equal number of hours on each tour will be assigned to the tour that the job assignment begins.

2 ) Prime Time will be from December 26th through December 1st.

The following formula will be used to determine the number of employees granted annual leave:

Number of authorized positions as of December 1st times 4.0 divided by 25.

0.40 employee and above will go to the higher number.

0.39 employee and below will go to the lower number.

Up to two (2) full-time regular window clerks can be on annual leave at any one time.

3 ) When an employee bids or is assigned to another tour, said employee will carry approved annual leave with them.

C. On first and second round bidding, annual leave will begin on either Saturday, or the first day after any one of the employees non-scheduled days. All part-time flexible clerks work week will have Saturday and Sunday non-scheduled days for annual leave bidding.

D. When a vacation period is vacated for any reason, this vacated period will be posted for seven (7) calendar days for rebid by seniority from the vacating employee on down. Periods vacated less than seven (7) days before the schedule is posted will not be available for rebid. Trading vacation periods will not be allowed.

E. First round bidding will be conducted during the second week of January. One bid on a seniority basis. Annual leave bids submitted after the employee's assigned bid day will be accepted and will be considered as the senior bid on the day it is received. A late bid will not "bump" timely bids from employees with lesser seniority. If conflicts arise, the late bid will have to be changed.

F. Second round bidding will be conducted during the third week of January. One bid on a seniority basis. Late annual leave bids will be handled the same as in Article IX, Section E. (above).

G. After closing of the second round of bidding, all remaining leave time available for the entire leave year will be bid on a first come, first served basis. Seniority shall prevail for requests submitted on the same day requesting the same time period. Bids will be accepted starting on Wednesday of the week following the closing of second round bidding. Management will respond to bid request within 72 hours or leave shall be considered approved. Bids must be handed to supervisor.

H. Leave to attend National, Regional, or State Conventions, Military Leave, or Jury Duty shall not be charged against the employees personal annual leave bid. The number of employees attending union conventions shall be counted in the total number of employees allowed off for that period. One additional employee will be allowed off during convention periods for the purpose of attending those conventions. Management shall be notified by the APWU as soon as convention dates are known. If dates are not known prior to bidding, Management will make every effort to permit a maximum of one employee to attend.

I. Special consideration will be given to employees whose NS days have changed from their original approved annual leave bid to make their leave compatible with their new NS days. Consideration will be given to emergencies, once in a lifetime trips or leave of a special nature.

J. A clerk leave calendar will be posted and updated by management to show leave taken and periods open.

K. Bidding in the first two rounds will have employees earning 15 days annual leave granted five (5) to ten (10) days of continuous leave and employees earning 20 to 26 days granted five (5), ten (10), or fifteen (15) days of continuous leave. There will be no split bidding in these two rounds.

L. Any employee with approved annual leave for one of their regular scheduled work days on either side of a holiday or non-scheduled day in conjunction with the holiday, will be guaranteed the holiday off. The approved annual leave day(s), holiday, and non-scheduled day(s) will be marked as AL on the leave calendar. For computing purposes only, an employee shall be considered on annual leave for the entire seven (7) day work week whenever said employee is off five (5) or more days of that week.

M. Management will monitor, and will be assisted when necessary by an APWU official, to make certain that no employee is given annual leave approval for more hours than they will have to their credit at the end of the leave year.

N. Annual leave time permitted in December, other than designated in Article IX, Section B-2, will be decided at the October Labor-Management meeting each year. The time granted will be included in the leave year.

O. Maintenance craft personnel shall be granted vacations from a separate leave roster.

## ARTICLE X

### SAFETY AND HEALTH

A. The safety and health committee shall operate as per Article XIV of the National Agreement.

B. Management must make every effort to maintain a consistent, comfortable year-round building temperature.

#### C. GUIDELINES FOR CURTAILMENT OF POSTAL OPERATIONS

1 ) Responsible Postal Officials shall examine the situation immediately when competent City Government Officials (Police, Fire Department, etc.) encourage wholesale closing of businesses and other local industries. In accordance to the impact on employees and service, Postal Officials shall grant leave without pay, annual leave, and/or other leave as specified in ELM 519.211 and 519.212, and F21-380.

2 ) They also shall determine the utilization of the scheduled work force by the severity of the specific needs of the Service with specific emphasis on the preservation of the health and welfare of the employees at the local installation.

3 ) When an alleged explosive device has been discovered or a threat made against the postal facility and verified by a postal and/or City official, contingency plan #159C will go into effect.

4 ) An on duty union official should be notified as soon as possible when breakdown of air conditioning or heating unit results in abnormally warm or cold working environment.

5 ) Postal officials will make the safety of the employees their prime concern taking appropriate action to protect employee welfare.

## ARTICLE XI

### UNIFORMS AND ATTIRE

- A. Local seasons shall be the basis for proper window attire. Window clerks will not be required to wear ties between Memorial Day through September 15, if they wear open collar short sleeved shirts.
- B. Uniforms will be provided according to Article XXVI of the National Agreement.

## ARTICLE XII

### POSTING

No position shall be posted because of any change of duties of an individual's tour, except by mutual consent of Management, Local 673, and incumbent.

- A. Job changes in excess of one (1) hour from the original start time during the life of the contract shall be reposted.
- B. Any proposed changes in individual clerks starting times and/or duties, shall require a meeting between Management and Local APWU Representatives. The Local shall be notified at least seven (7) days in advance of any change in tours when possible.
- C. Notice of all vacancies including newly created or restored positions, will be posted on clerks official bulletin board within seven (7) days. All notices shall be open for bid seven (7) days after issuance and shall state closing date.
- D. When an employee bids on an assignment and decides to withdraw, he/she must do so before the closing date. Once the bids are closed, he/she must accept the vacant position.
- E. It shall be permissible for an employee going on sick, annual, or military leave not exceeding thirty (30) days to hand in a standby bid. Said bid to be processed in the usual procedure. The bid should be submitted to the Personnel section with his/her personal instructions.
- F. The successful bidder will be placed in the assignment at the beginning of the pay period following closing date of the bidding announcement.
- G. Local 673 shall be supplied with a complete list of each clerks duties under present assignment and as such changes are made.

## ARTICLE XIII

### PARKING

Parking shall be provided on a first come first served basis.

MEMORANDA OF UNDERSTANDING

This Memorandum of Understanding entered into on October 10, 1991 at Longmont, Colorado between representatives of the Longmont Post Office and the Longmont Local, American Postal Workers Union Local # 673, signatory to the National Agreement pursuant to the local implementation procedures of the 1990-1994 National Agreement. This Memorandum of Understanding constituting the entire agreement of matters relating to local conditions of employment.

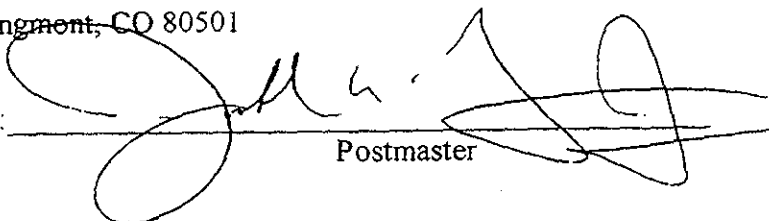
The term of this Memorandum of Understanding shall be effective on signature by the employer and the union and shall remain in full force and effect to and including 12 o'clock midnight, November 20, 1994, and for such a period as the National Agreement may be extended.

Should any item of this local implementation be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by a court of competent jurisdiction or invalidated through Regional and/or National action, such invalidation of such part or provision shall not invalidate the remaining provisions of the Local Implementation, and they shall remain in full force and effect.

This Memorandum of Understanding was extended through the 1994-1998 National Bargaining Agreement by agreement of both parties. This Memorandum is hereby extended in its entirety through the 1998-2000 National Bargaining Agreement again by agreement of both parties. It will run concurrently with the 1998 National Bargaining Agreement and within the provisions set forth in said agreement.

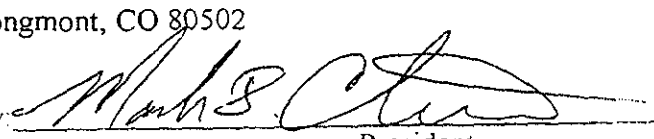
UNITED STATES POSTAL SERVICE

Longmont Post Office  
201 Coffman St  
Longmont, CO 80501

By:  \_\_\_\_\_ 11/24/99  
Postmaster Date

EMPLOYEE ORGANIZATION

American Postal Workers Union AFL-CIO  
Longmont Local #673  
P.O.Box 341  
Longmont, CO 80502

By:  \_\_\_\_\_ 11/24/99  
President Date





May 20, 2010

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

SUBJECT: Notice of Impacts in CO/WY District

Dear Mr. Ross,

This letter is with regard to the removal of equipment in the Longmont, 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 seven (7) level 4 residual vacancies at the same or lower level in surrounding installations (35 mile radius) within CO/WY 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.

A handwritten signature in black ink, appearing to read "Scott Sutton".

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 CO/WY  
Manager Human Resources CO/WY  
Manager Labor Relations CO/WY  
APWU Regional Director (Gonzalez)

## WorkHour Impact Report

<b>Impacted Bid Cluster</b>	LONGMONT POST OFFICE
<b>Installation Address</b>	
<b>Area Name</b>	WESTERN
<b>Impact Type</b>	Reduction Other Than by Attrition
<b>Date of Impact</b>	08/14/2010
<b>Period (Dates) of Review Performed</b>	05/09/2009 thru 05/07/2010
<b>Report Prepared By</b>	Kathleen Jackson
<b>Report Prepared Date</b>	05/14/2010
<b>Reviewed By</b>	Selwyn Epperson
<b>Phone</b>	(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	250	216	-34	-136	-1768	-1	1872

## OverTime Impact

	Current OT Average Weekly Hrs	Current OT Rate	Planned OT per Week from changes	Additional Planned OT per Week	Percent Planned OT per Week	Planned OT Hours per Week	Planned OT Rate
Total	21	8.4%	-21	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	

## Part Time Flexible (PTFs)

a. Current Number of MAIL HANDLER PTFs on Rolls	1
b. Current Total Non-OverTime MAIL HANDLER PTFs Hours per Month	136
c. Planned Reduction in Total Non-OverTime MAIL HANDLER PTFs Hours per Month	-136
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	

## 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	

# 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	

## Full Time Regular (FTRs)

a. Current Number of MAIL HANDLER FTRs on Rolls	6
b. Planned Number of MAIL HANDLER FTR Positions After Impact	6
c. Estimated Number of MAIL HANDLER FTR Attrition	0
d. Will there be any MAIL HANDLER FTRs Excessed from Craft or Installation	NO
If Yes how Many MAIL HANDLER FTRs	0
e. Provide Narrative Explaining need for Excessing	

# WorkHour Impact Report-MAIL HANDLER

## Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	0
b. Planned Reduction in Total OT Hours per Month	-84
c. Planned Reduction in Casual Non-OT Hours per Month	0
d. Planned Reduction in PTF Non-OT Hours per Month	-136
e. Planned Reduction in TE Non-OT Hours per Month	0
e. Total Planned Non-OT Hours per Month	864
f. Total FTE Savings	-1

## 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	1508	1372	-136	-544	-7072	-4	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	188	12.5%	-50	0		138	10.1%

## WorkHour Impact Report

### Casuals

a. Current Number of CLERK Casuals on Rolls	2
b. Current Total Non-OverTime CLERK Casuals Hours per Month	304
c. Planned Reduction in Total Non-OverTime CLERK Casuals Hours per Month	-304
d. Number of CLERK Casuals that will have Reduced Hours	0
e. Number of CLERK Casuals that will be Terminated	-2
f. Number of CLERK Casuals Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining CLERK Casuals	

### Part Time Flexible (PTFs)

a. Current Number of CLERK PTFs on Rolls	4
b. Current Total Non-OverTime CLERK PTFs Hours per Month	560
c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month	-240
d. Number of CLERK PTFs that will have Reduced Hours	4
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	

### 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	

# 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	

## Full Time Regular (FTRs)

a. Current Number of CLERK FTRs on Rolls	38
b. Planned Number of CLERK FTR Positions After Impact	38
c. Estimated Number of CLERK FTR Attrition	0
d. Will there be any CLERK FTRs Excessed from Craft or Installation	NO
If Yes how Many CLERK FTRs	0
e. Provide Narrative Explaining need for Excessing	

# WorkHour Impact Report-CLERK

## Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	0
b. Planned Reduction in Total OT Hours per Month	-200
c. Planned Reduction in Casual Non-OT Hours per Month	-304
d. Planned Reduction in PTF Non-OT Hours per Month	-240
e. Planned Reduction in TE Non-OT Hours per Month	0
e. Total Planned Non-OT Hours per Month	5488
f. Total FTE Savings	-4

LONGMONT	DEFALCO FRANK J.	3221858	95779778	MAIL HANDLER	4	120	4	N	11/27/1993
LONGMONT	DILLON JR JOHN C.	3360935	95839272	MAIL HANDLER	4	120	4	N	10/11/1997
LONGMONT	WHITE ROBERT J.	3094960	95580483	MAIL HANDLER	4	120	4	Y	8/29/1998
LONGMONT	MAHAFFEY MICHAEL A	2980604	95786833	MAIL HANDLER	4	120	4	Y	2/12/2000
LONGMONT	MUNOZ ENRIQUE	3321124	95482383	MAIL HANDLER	4	120	4	N	7/15/2000
LONGMONT	ECKHARDT LEWIS A.	3449725	95806891	MAIL HANDLER	4	120	4	Y	1/21/2006
LONGMONT	ANTHONY KERRY L.	3714949	95659896	MAIL HANDLER	4	420	4	N	11/25/2006

**TOUR I SCHEDULE**

**PERIOD 11 WEEK 01**

PO S #	NAME	REPO RT TIME	5/8	5/9	5/10	5/11	5/12	5/13	5/14		
			SAT	SUN	MON	TUE	WED	THU	FRI		
TOUR I CLERKS	2	DORNBUSCH, MICHAEL	2250	WK/NS	NS						
	48	ARAGON, THEODORE	2200	AL	NS	NS					
	14	HEGAN, JOHN	2300	WK/NS	NS						
	1	NOWAKOWSKI, PERSEFANIE	2250	NS	NS						
	22	DIAZ, EVA	2350		NS	NS					
	25	CONANT, JOE	2200		NS	NS					
	37	TRAN, FRED	2200	NS	NS	AL					
	20	MCDONALD, JOHN	2300					NS	NS		
	16	SANTOS, VALDEZ	2350				NS	NS			
	46	OLIVAS, LUPE	2250	NS	NS	AL					
	9	WINSLOW, REBECCA	2300		NS	MANDATE WK/NS					
	4	HENRY, DEBRA	2250		CIC		NS	NS			
	3	McFALL, WILLIAM	2250	NS	NS	AL					
	55	HICKEY, DENNIS	2250				NS	NS			
	11	OWEN, SCOTT	2300					NS	NS		
	13	OLIBONI, THOMAS	2300				NS	NS			
19	PERRY, MIKE	2350				NS	NS				
PTF		CRAFT, ARNOLD	PTF 2300	AL	NS	0400-0800 MPO 1600-2000 TP	1600-0050	1600-0050	1600-0050	NS	
		WICKHAM, CHARLENE	PTF 2300	USL	NS	USL	USL	USL	USL	USL	
CAS		ABEYTA, RICHARD	CAS 2300	0200 MPO	NS	2300	0200 MPO	0100 MPO	0200 MPO	NS	
		VIGIL, JENNIFER	CAS 2300	0200 MPO	NS	2300	0200 MPO	1100	0200 MPO	NS	
VAC/WITH	62	WITHXX(MCDONALD, JOHN)XXWITH	2200	XXX	XXX	XXX	XXX	XXX	NS	NS	
	51	WITHXX(Mohrland)XXWIT	2350	XXX	XXX	XXX	XXX	XXX	NS	NS	
	53	WITHXX(Diaz)XXX	2350	XXX	NS	NS	XXX	XXX	XXX	XXX	
MAIN	72	SMITH, MARK	0100			MANDATE COS WK/NS	MANDATE COS WK	NS			
	32	TJERINA, PETE	0100	NS	NS						
	70	MOORE, LINDA	0200		NS	MANDATE COS WK	MANDATE COS NS				
	PTF		ROCK, RANDY	PTF 0200	1600-2000 DISP TP	NS	0100 TRN 0200 SCHEME	0100 TRN 0200 SCHEME	0100 TRN 0200 SCHEME	NS	1600-2000 DISP TP
			MARTIN, RICHARD	PTF 0200	TOUR II	NS	TOUR II	TOUR II	0100 TRN 0200 SCHEME	NS	0100 TRN 0200 DIST
16	XXX(Cleo)XXXXXX	0400	NS	NS	XXX	XXX	XXX	XXX	XXX		
MAIL HANDLER	1	MAHAFFEY	2050			NS	NS				
	2	WHITE, ROBERT	0050	NS	NS						
		ECKHARDT, LEWIS	2150			2050	2050	NS	NS		
		ANTHONY, KERRI	0250	0300	NS	0300	0300	0300	AL	NS	

## LONGMONT MAIN OFFICE CLERK SCHEDULE

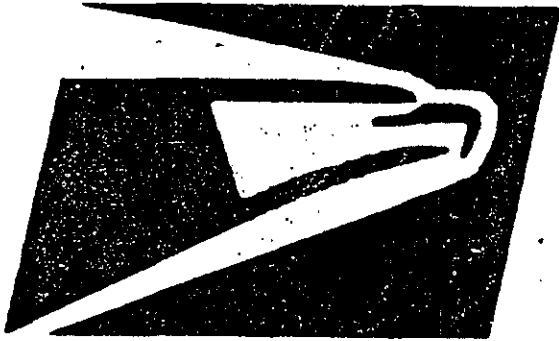
POS	NAME		SAT	SUN	MON	TUES	WED	THU	FRI	POS
			8-May	9-May	10-May	11-May	12-May	13-May	14-May	
	MARTINEZ, E	8:00	NS	NS		ssl				GEN OFF
	PHELPS, K	8:00	NS	NS			ssl			GEN OFF
42	PETERSON, N	775	NS	NS						BMEU
60	KACHNIC, S	1030	NS	NS	AL	AL				BMEU
18	BAERGA, K	5:00	NS	NS		SSL				AMCB
24	BILLINGS, M	10:30		NS	NS					PMCB
16	DEVANEY	6:00		NS				NS		BOX R/WIN
76	CHRISTIE	11:00	SSL	NS	SSL	SSL	NS	SSL	SSL	DISPATCH
74	LONG, P	7:30		NS		NS		BOX		BOX R/WIN
29	BELL, A	7:00	NS	NS						WINDOW
75	GAGLIANO, L	7:30	AL	NS	700		700		NS	WINDOW
30	BAUR, S	9:30	AL	NS	AL	AL	AL	1412/WIN	NS	WINDOW
57	MARTINEZ, R	10:00	1412	NS	1412	1412	1412	NS	1412	WINDOW
47	GAMBLE	9:30		NS		DISP				WINDOW
41	MATNEY, D	10:30	NS	NS	AL	AL	AL	AL	AL	1412/WIN
52	CARMODY		DISP	NS	PMCB	NS	DISP	DISP	DISP	AMCB/PMCB/D ISP/WIN
PTF	MARTIN, R	PTF	AMCB	NS	DISP	AMCB				PTF
70	MOORE	3:30		NS	NS			NS		PARCELS
32		1:00		NS				NS		PARCELS
72	SMITH	1:00				NS	NS			PARCELS
50	TIJERINA	1:00		NS	NS					SPURS
71		4:00		NS					NS	PARCELS
MH	ECKHARDT, L	0:00					NS	NS		MH
MH	ANTHONY, K	0:00								MH

USE T-1 SCHEDULE TWIN PEAKS

Schedule may be subject to changes

LONGMONT DISTRIBUTION FEB 05 1997  
SUPERVISORS: FAIT GENDREIZIG  
TARVER WAINWRIGHT SCHANTZ  
ARDIA, Jennelle -

U.S.P.S.



# LOCAL MEMORANDUM OF UNDERSTANDING FOR ~~LONGMONT~~ COLORADO

Between

UNITED STATES POSTAL SERVICE

And

NATIONAL POSTAL MAIL HANDLERS UNION  
LOCAL 321

NOVEMBER 4, 1996 TO NOVEMBER 20, 1998



201 Coffman Street  
Longmont, CO 80501-9998

DATE: January 15, 1998


SUB: *AL/ Mail Handlers*

TO: Supervisors, Customer Service - Bruce Wainwright  
Ernie Jemello  
Bob Ardia  
Marvin Kozak (Acting)

There will be a maximum of two mail handlers off per week, no more than one per tour.

You will not approve AL for the mail handlers in December, January through the second week of February. This has been causing problems. This is in the local MOU.

Incidental leave may be approved, depending on the needs of the service in December and January. (One day or part of a day.)

  
Joseph W. McGeehan, Jr.  
Postmaster  
Longmont, CO 80501-9998

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**Item A - Additional or longer wash-up periods.**

All mail handler craft employees shall be granted two five-minute wash-up periods, one before lunch and one prior to the end of tour.

**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 consultation 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 Condition Actions" 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 and/or television station channel 4 for official information of the Longmont operational status.
  - d) Management will notify on-duty employees of emergency situations via intercom, PA system, telephone and/or in person.

### **Item C - Formulation of local leave program.**

1. It shall be the responsibility of each employee to plan his or her vacation period in accordance with his or her desires within the procedures established in the local and national agreements.
2. No employee shall be required to bid vacation which would bring his or her balance below 440 hours. There shall be no exchange of vacation periods between employees. Bidding for the choice vacation periods will commence during the first week after January 1 and be completed by February 15. Employees will have 72 hours to submit their bid from the time of initial contact. An employee will bid their scheduled vacation in the pay location they are assigned on that first Saturday of the first full week after New Year's Day. Bidding will be done on form 3971. Bid is carried with employee regardless of assignment or tour.
3. Periods of leave of less than four (4) days duration may not be part of the vacation bidding as outlined in the national agreement.
4. For leave purposes the following sections will apply as bidding sections and tours:
  - a) Tour 1 (all jobs with start times between 08:00pm - 03:59am)
  - b) Tour 2 (all jobs with start times between 04:00am - 11:59am)
  - c) Tour 3 (all jobs with start times between 12:00noon - 07:59pm)
5. Choice vacation selection shall be by seniority as defined in C4.a. through C4.c. above.
6. Completion of the vacation schedule shall be performed and posted by the supervisor by February 22. The completed vacation schedule will be reviewed with the union steward assigned to the area.
7. When an employee is separated or is otherwise unable to take his/her approved vacation period and notifies his/her supervisor a minimum of fourteen (14) calendar days in advance, the vacated period will be posted within 72 hours for a period of seven (7) calendar days. The choice time shall be offered on the basis of seniority starting with the first person below the one who gives up the time. If no bids are received below the mail handler vacating the period, bidding will revert to the top of the seniority list.
8. On management's determination of low mail volume days and when management encourages or offers annual leave to mail handlers, the mail handler will have the option of LWOP or annual leave.
9. An employee request for leave to attend Local 321 meetings will not be unreasonably denied provided that this request for such leave has been submitted to the immediate supervisor at least three (3) days in advance of the union meeting and provided that approval of such request will conform to the requirements of ELM 510.

**Item D - The duration of the choice vacation period.**

The duration of the choice vacation period shall be from the second Saturday in February through November 30th.

**Item E - The determination of the beginning day of an employee's vacation period.**

The beginning day of an employee's vacation period will be the first scheduled workday after his/her regular non-scheduled days. Exceptions may be in accordance with Article 10.3E. (Employees at their request will be allowed to waive overtime on their non-scheduled days immediately prior to their bid vacation.)

**Item G - Whether jury duty and attendance at national or state conventions shall be charged to the choice vacation period.**

1. An employee who is called for jury duty during his/her scheduled choice vacation period shall receive an equivalent new period up to fifteen (15) days provided such a period is available and does not deprive any other employee of his/her first choice for scheduled vacation.
2. Attendance at national or state conventions by stewards or delegates shall not be charged to the choice vacation entitlement of the employees involved. Such leave, however, could be considered part of the total choice vacation plan for the section. If the request for leave is submitted after the choice vacation schedule has been established, the employer must make every effort to grant such leave.

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

Two Mail Handlers will be allowed off in each annual leave week during the choice period. No more than one Mail Handler may be from a given tour at the time of the bidding.

**Item I - The issuance of official notice to each employee of the vacation schedule approved for such employee.**

Each employee will be notified of the vacation schedule approved for him/her by February 22. This will be accomplished through the use of a duplicate form 3971. The completed vacation schedule will be posted in each unit by February 22.

**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 K - The procedures for submission of applications for annual leave other than the choice vacation period.**

All applications for leave other than bid annual shall be submitted directly to the employee's supervisor who shall respond within 48 hours after receipt of the leave request. If no decision is rendered within 48 hours the leave shall be considered approved.

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

1. Overtime desired list will be by tour.
2. When signing the quarterly overtime desired list, employees will have the option of signing up for daily overtime and/or non scheduled day overtime. Overtime will be distributed on a rotating basis, beginning with the senior employee. Separate rotations will be kept for daily and non-scheduled day overtime.
3. Prior to mandating of non-volunteers, management will maximize all employee on the OTDL regardless of their preference under #2 above.
4. The employer will give 1 hour advanced notice when overtime is required, except in emergency situations.

**Item M - The number of light-duty assignments to be reserved for temporary or permanent light-duty assignments.**

When an employee requests a light duty assignment, management and the Union will meet to determine the availability of such assignments and will work to ensure that such assignments meet the employee's needs.

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

**Item O - The identification of assignments that are to be considered light duty.**

1. Facing mail
2. Distribution
3. Sweeping letter and flat cases
4. Canceling mail
5. Other craft work consistent with the employee's medical restrictions.

**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.**

- a) Tour 1 (all jobs with start times between 08:00pm - 03:59am)
- b) Tour 2 (all jobs with start times between 04:00am - 11:59am )
- c) Tour 3 (all jobs with start times between 12:00noon - 07:59pm)

**Item Q: The assignment of employee parking spaces.**

Parking will be handled on a first come first serve basis.

**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 can be charged to the choice vacation plan.

**Item S - Those other items which are subject to local negotiations as provided for in the following Articles:**


1. ARTICLE 12.3B5: In accordance with Article 12.3B7
2. ARTICLE 12.3C: Posting and bidding for preferred duty assignments shall be installation-wide by seniority. For assignments within a section as defined in Item P.
3. ARTICLE 12.3E3e: The order of movement of full-time regular mail handler employees outside their bid assignment area for temporary reassignment will be as follows:
  - a) Full-time regulars on overtime, mandatory by juniority, voluntary by seniority.
  - b) Full-time regulars mandatory by juniority, voluntary by seniority.
  - c) Return to the bid assignment will be same priority.
4. ARTICLE 12.4: See Item P.
5. ARTICLE 12.6C4a: See Item P.
6. ARTICLE 13.3: See Item M, N, O.

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

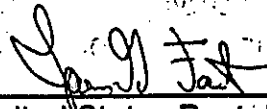
1. Management will meet with the union designee prior to posting on all vacant positions which are to be changed.
2. Each job bid will be on Form 1717 and deposited in the mail handlers' bid box located by the Mail Handlers bulletin board. After the job bid has closed, management and a designated union 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 Form 1717 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 senior unassigned, full-time regular employee possessing 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. For the purpose of temporary detail to higher level positions within the craft, the sections in Item P will apply.
8. 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.
9. The union will be provided with a copy of all bid-related notices.

**MEMORANDUM OF UNDERSTANDING  
(Signatory Page)**

This Memorandum of Understanding is entered into on November 4, 1996, at Longmont Colorado, between the representatives of the United States Postal Service, and the designated agent of the National Postal Mail Handlers Union, a Division of the Laborers' International Union of North America, AFL-CIO, pursuant to the Local Implementation Article of the 1994 National Agreement. This Memorandum of Understanding constitutes the entire agreement on matters relating to local conditions of employment.



National Postal Mail Handlers Union  
Local 321



United States Postal Service  
Installation Designee