



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

February 11, 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 writing
- Comments

**Omar M. Gonzalez, Coordinator**

SUBJECT: Notice of Impacts in the Salt Lake City District

Dear Mr. Gonzalez,

This letter is with regard to the workload reductions at the Provo, UT Post Office . In order to minimize the impact due to the workload reductions we are authorizing the withholding of four (4) residual vacancies at the same (Level 6) or lower level in surrounding installations within 100 miles of the Provo, UT Post Office. 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, Radius 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 Salt Lake City  
Manager Human Resources Salt Lake City  
Manager Labor Relations Salt Lake City  
Compliment Coordinator Salt Lake City  
NALC Region 2  
NPMHU Regional Director Denver

## WorkHour Impact Report

Impacted Bid Cluster	PROVO POST OFFICE
Installation Address	95 W 100 S Provo, UT 84601
Area Name	WESTERN
Impact Type	Reduction Other Than by Attrition
Date of Impact	10/08/2009
Period (Dates) of Review Performed	03/29/2008 thru 04/10/2009
Report Prepared By	Desiree Ferris
Report Prepared Date	02/11/2010
Reviewed By	Kenneth McArthur
Phone	1801-974-2047

## 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	2849	2633	-216	-864	-11232	-7	1716

### 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	239	8.4%	24	0		165	6.3% <sub>a</sub>

## WorkHour Impact Report

### Casuals

a. Current Number of CLERK Casuals on Rolls	6
b. Current Total Non-OverTime CLERK Casuals Hours per Month	912
c. Planned Reduction in Total Non-OverTime CLERK Casuals Hours per Month	352
d. Number of CLERK Casuals that will have Reduced Hours	4
e. Number of CLERK Casuals that will be Terminated	2
f. Number of CLERK Casuals Remaining After Impact	4
g. Provide Narrative Justifying need for Remaining CLERK Casuals will work insufficient hours to establish a regular full-time duty assignment	

### 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 If Yes how Many CLERK PTFs	NO 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	79
b. Planned Number of CLERK FTR Positions After Impact	75
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	4
e. Provide Narrative Explaining need for Excessing	
plan to excess 4 clerks	

## WorkHour Impact Report-CLERK

### Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-512
b. Planned Reduction in Total OT Hours per Month	-296
c. Planned Reduction in Casual Non-OT Hours per Month	-352
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	10532
f. Total FTE Savings	-7

Area	Stopper	Service	Vehicle	Program	Summary						
Area	Stopper	Service	Vehicle	Program	Summary						
0.00	65.14	67.53	85.02	0.00	0.85	17.25	22.99	1,053.50	8.07	5.89	2.18

CUSTOMER SERVICE VARIANCE - [840]-SALT LAKE CITY PFC					
PROVO PO - PRO-MAIN OFFICE STA 497176			MPOO 3   Date: 02/11/2010		
Analysis Period: 11/07/2009 to 02/05/2010 - Customer Service Days: 73			Unit Level: 24 Man Yr: 2 CAG: C		
Benchmark Dates: FY 2009 WK 1 - FY 2009 WK 52		[PROVO PO] PRO-MAIN OFFICE STA			
<b>FTEE COMPLEMENT ANALYSIS</b>					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
Full Time Clerk	11	11	14	3	78.57%
Part Time Flexible Clerk	0	0	0	0	0%
Part Time Regular Clerk	0	0	0	0	0.00%
Full Time MH	0	0	0	0	0.00%
Part Time Flexible MH	0	0	0	0	0.00%
Part Time Regular MH	0	0	0	0	0.00%
Full Time Equivalent Emp	11	11	14	3.00	78.57%
Full Time Equivalent Hrs	1792	1791	1847		
<b>WORKHOUR ANALYSIS</b>					
<i>Automation/Mechanized (LDC41L-41F)</i>					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
LDC 41 Ltrs Hours	0	0	0	0	0%
LDC 41 Flts Hours	0	0	0	0	0%
Total Auto/Mech Hours	0	0	0	0	0%
<i>Manual (LDC43-44)</i>					
LDC 43L Hours	220	239	397	158	60.18%
LDC 43F Hours	119	113	194	81	57.99%
LDC 43P Hours	507	668	1208	540	55.29%
LDC 43A Hours	604	603	442	-161	136.47%
LDC 43 Total	1450	1623	2241	618	72.40%
LDC 44 Hours	203	189	144	-45	131.25%
Total Manual Hours	1653	1812	2385	573	75.96%
<i>Retail/Admin (LDC 42,45,48)</i>					
LDC 42 Hours	0	0	0	0	0%
LDC 45 Hours	1704	1690	2353	663	71.82%
LDC 48 Hours	1344	1343	1514	171	88.72%
Total Retail/Admin Hours	3048	3033	3867	834	78.44%
Total Function Four	4701	4845	6252	1407	77.49%
<b>WORKLOAD ANALYSIS</b>					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
LDC 41 TPF Ltrs Vol Pcs	0		0	0	0%
LDC 41 TPF Flts Vol Pcs	0		0	0	0%
Auto/Mech Volume	0		0	0	0%
LDC 43 Dist Vol Ltrs (Ft)	1,764		1,918	154	8.72%
LDC 43 Dist Vol Flts (Ft)	1,169		1,107	-62	-5.30%
LDC 43 Dist Vol PP/Sprs	170694		224873	54,179	31.74%

LDC 44 Box Ltrs (Ft)	973		976	3	0.32%
LDC 44 Box Flts (Ft)	438		414	-23	-5.36%
Manual Vol (w/o PP/Sprs)	4,344		4,415	71	1.63%
LDC 45 Transactions	58214		62521	4,307	7.40%
Retail Transaction Volume	58,214		62,521	4,307	7.40%
<b>PRODUCTIVITY ANALYSIS</b>					
<b>UNIT VARIABLES</b>	<b>BENCHMARK</b>	<b>EARNED</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	<b>% ACHIEVED</b>
LDC 41 Ltr PPH	0	0	0	0	0%
LDC 41 Flt PPH	0	0	0	0	0%
LDC 43 Dist Vol Ltrs FPH	8.03	8.03	4.83	-3.20	60.18%
LDC 43 Dist Vol Flts FPH	9.84	9.84	5.71	-4.13	57.99%
LDC 43 Dist PP/Sprs PPH	337	337	186	-151	55.19%
LDC 43 Allied Hrs per day	8.28	8.26	6.05	-2.21	136.47%
LDC 44 Box L&F FPH	6.93	7.36	9.66	2.30	131.27%
LDC 45 Min. per Trans	1.76	1.62	2.26	0.64	71.82%
LDC 45 Trans per 1412	177.47		206.34	28.87	116.27%
<b>UNIT ROUTE AND DELIVERIES ANALYSIS</b>					
<b>UNIT VARIABLES</b>	<b>BENCHMARK</b>	<b>EARNED</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	<b>% VARIANCE</b>
City Routes	36		36	0	0.00%
Rural Routes	8		8	0	0.00%
CDS Routes	0		0	0	0%
POB Equivalent Routes	8		7	-1	-12.50%
City Deliveries	20363		20386	23	0.11%
Rural Deliveries	4981		4968	-13	-0.26%
CDS Deliveries	0		0	0	0%
PO Box Deliveries	903		869	-34	-3.77%
<b>FTES DAILY STAFFING ANALYSIS</b>					
<b>UNIT VARIABLES</b>	<b>BENCHMARK</b>	<b>EARNED</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	
Clerk/Mailhandler	9.72	10.03	12.90	2.88	

CUSTOMER SERVICE VARIANCE - [840]-SALT LAKE CITY PFC					
PROVO PO - PROVO PO 497174			MPOO 3   Date: 02/11/2010		
Analysis Period: 11/07/2009 to 02/05/2010 - Customer Service Days: 73			Unit Level: 24 Mar Yr: 2 CAG: C		
Benchmark Dates: FY 2009 WK 1 - FY 2009 WK 52		<input type="checkbox"/>	[PROVO PO] PROVO PO		
<b>FTEE COMPLEMENT ANALYSIS</b>					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
Full Time Clerk	7	7	8	1	87.50%
Part Time Flexible Clerk	0	0	0	0	0%
Part Time Regular Clerk	0	0	0	0	0.00%
Full Time MH	0	0	0	0	0.00%
Part Time Flexible MH	0	0	0	0	0.00%
Part Time Regular MH	0	0	0	0	0.00%
Full Time Equivalent Emp	7	7	8	1.00	87.50%
Full Time Equivalent Hrs	1792	1797	2017		
<b>WORKHOUR ANALYSIS</b>					
<i>Automation/Mechanized (LDC41L-41F)</i>					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
LDC 41 Ltrs Hours	0	0	0	0	0%
LDC 41 Flts Hours	0	0	0	0	0%
Total Auto/Mech Hours	0	0	0	0	0%
<i>Manual (LDC43-44)</i>					
LDC 43L Hours	70	74	129	55	57.27%
LDC 43F Hours	36	35	55	20	62.86%
LDC 43P Hours	322	317	445	128	71.21%
LDC 43A Hours	223	236	313	77	75.42%
LDC 43 Total	652	661	942	281	70.21%
LDC 44 Hours	111	96	217	121	44.24%
Total Manual Hours	763	757	1159	402	65.34%
<i>Retail/Admin (LDC 42,45,48)</i>					
LDC 42 Hours	89	35	37	2	95.62%
LDC 45 Hours	854	932	1380	448	67.53%
LDC 48 Hours	1123	1122	1324	202	84.73%
Total Retail/Admin Hours	2066	2089	2741	652	76.22%
Total Function Four	2829	2846	3900	1054	72.99%
<b>WORKLOAD ANALYSIS</b>					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
LDC 41 TPF Ltrs Vol Pcs	0		0	0	0%
LDC 41 TPF Flts Vol Pcs	0		0	0	0%
Auto/Mech Volume	0		0	0	0%
LDC 43 Dist Vol Ltrs (Fl)	652		689	36	5.57%
LDC 43 Dist Vol Flts (Fl)	421		403	-18	-4.27%
LDC 43 Dist Vol PP/Sprs	108468		106688	-1780	-1.64%

LDC 44 Box Ltrs (Ft)	414		399	-15	-3.71%
LDC 44 Box Flts (Ft)	243		225	-18	-7.31%
Manual Vol (w/o PP/Sprs)	1,730		1,716	-14	-0.81%
LDC 45 Transactions	37,425		44,068	6,643	17.75%
Retail Transaction Volume	37,425		44,068	6,643	17.75%
<b>PRODUCTIVITY ANALYSIS</b>					
<b>UNIT VARIABLES</b>	<b>BENCHMARK</b>	<b>EARNED</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	<b>% ACHIEVED</b>
LDC 41 Ltr FPH	0	0	0	0	0%
LDC 41 Flt FPH	0	0	0	0	0%
LDC 43 Dist Vol Ltrs FPH	9.32	9.32	5.34	-3.98	57.27%
LDC 43 Dist Vol Flts FPH	11.65	11.65	7.32	-4.33	62.86%
LDC 43 Dist PP/Sprs PPH	337	337	240	-97	71.22%
LDC 43 Allied Hrs per day	3.06	3.23	4.29	1.05	75.42%
LDC 44 Box L&F FPH	5.91	6.50	2.87	-3.63	44.20%
LDC 45 Min. per Trans	1.37	1.27	1.88	0.61	67.53%
LDC 45 Trans per 1412	145.93		231.94	86.01	158.94%
<b>UNIT ROUTE AND DELIVERIES ANALYSIS</b>					
<b>UNIT VARIABLES</b>	<b>BENCHMARK</b>	<b>EARNED</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	<b>% VARIANCE</b>
City Routes	15		16	1	6.67%
Rural Routes	0		0	0	0%
CDS Routes	0		0	0	0%
POB Equivalent Routes	5		5	0	0.00%
City Deliveries	10,463		10,475	12	0.11%
Rural Deliveries	0		0	0	0%
CDS Deliveries	0		0	0	0%
PO Box Deliveries	594		552	-42	-7.07%
<b>FTEs DAILY STAFFING ANALYSIS</b>					
<b>UNIT VARIABLES</b>	<b>BENCHMARK</b>	<b>EARNED</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	
Clerk/Mailhandler	5.85	5.87	8.05	2.17	