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OCT 17 2011  
WESTERN REGION  
COORDINATOR

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

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

October 14, 2011

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

Omar M. Gonzalez, Coordinator

SUBJECT: Notice of Impacts in the Salt Lake City District

Dear Mr. Gonzalez,

This letter concerns the workload reduction in the in the Rexburg ID Post Office. In order to minimize the impact due to the planned excessing we are authorizing the withholding of one (1) residual vacancy at the same or lower level in surrounding installations within a 50-mile radius of the Rexburg ID Post Office. As information, the one (1) affected Maintenance employee at the Rexburg ID Post Office holds the position Laborer Custodian/Level 4/Occ.Code 350203XX.

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

Scott Sutton for  
 Simon Storey  
 Manager Human Resources  
 Western Area

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

Cc: Manager Labor Relations Western Area  
 District Manager Salt Lake City  
 Senior Plant 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	REXBURG POST OFFICE
Installation Address	140 S Center St., Rexburg, ID 83440
Area Name	WESTERN
Impact Type	Reduction Other Than by Attrition
Date of Impact	04/04/2012
Period (Dates) of Review Performed	10/09/2010 thru 10/14/2011
Report Prepared By	Desiree Ferris
Report Prepared Date	10/06/2011
Reviewed By	Kenneth Mc Arthur
Phone	(801) 974-2947

# 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	37	0	-37	-148	-1924	-1	1924

## OverTime Impact

	Current OT Average Weekly Hrs	Current OT Rate	Planned OT per Week from changes	Additional Planned OT per Week	Percent Planned OT per Week	Planned OT Hours per Week	Planned OT Rate
Total	0	0%	0	0		0	%

# 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

**Postal Support Employees (PSE)**

- a. Current Number of MAINTENANCE PSE on Rolls 0
- b. Current Total Non-OverTime MAINTENANCE PSE Hours per Month 0
- c. Planned Reduction in Total Non-OverTime MAINTENANCE PSE Hours per Month 0
- d. Number of MAINTENANCE PSE that will have Reduced Hours 0
- e. Number of MAINTENANCE PSE that will be Terminated 0
- f. Number of MAINTENANCE PSE Remaining After Impact 0
- g. Provide Narrative Justifying need for Remaining MAINTENANCE PSE  
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	1
b. Planned Number of MAINTENANCE FTR Positions After Impact	0
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	1
e. Provide Narrative Explaining need for Excessing	
Decrease the maintenance complement by one (1) FTR Laborer/Custodial position.	

# WorkHour Impact Report-MAINTENANCE

## Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-148
b. Planned Reduction in Total OT Hours per Month	0
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
f. Planned Reduction in PSE Non-OT Hours per Month	0
g. Total Planned Non-OT Hours per Month	0
h. Total FTE Savings	-1



August 25, 2011

MEMORANDUM FOR                   **Manager**  
  **Western Area Human Resources**

THROUGH:                           **Manager, Operations Support**  
  **Western Area**

SUBJECT: **Function 3B Adjustment – Rexburg, ID Post Office**

The Salt Lake City District has requested an adjustment to the maintenance complement of the Rexburg, ID Post Office. This submittal will not increase the authorized maintenance complement of this office and any LDC or position increase is off-set by comparable decreases in other positions or LDCs. Custodial staffing documents (PS-4852s) were submitted and reviewed by District maintenance personnel and discussed with Local and/or Area personnel. Previous validated data was used for any eWHEP sections not submitted. All submitted documentation was analyzed using the requirements of MS-47, MMO-074-00, and other appropriate criteria. A copy of this correspondence has been provided to and/or discussed with local or District maintenance management. Additional results and recommendations of our analysis are as follows:

1. Decrease the maintenance complement of the Rexburg, ID Post Office by one (1) Laborer/Custodial, FTR (PS-04) position, from the current level of one (1), to a new level of zero removing this position and title from all rolls and databases (Webcoms, MM, etc.)
2. Increase the maintenance complement of the Rexburg, ID Post Office by establishing one (1) Laborer/Custodial, PTR (PS-04) position for this office. The posting and filling of this position is contingent upon the reversion of the FTR, L/C position mention in item #1.
3. Using ASM, Section 535, this building qualifies for contracting custodial services. When the current Postal custodian position is voluntarily vacated, it is requested that the building's custodial and non-custodial workloads be reviewed. In most cases, it has been shown that contracting custodial services is fiscally and operationally beneficial to the Postal Service. Any remaining non-custodial operational issues or ancillary workloads (LDC 36, 37, etc.) should be evaluated and accounted for by other means (FMO, contract, etc.).

With concurrence from the Manager, Western Area Operations Support, we request that the Western Area Human Resources office, if needed, take any actions necessary to assist in the adjustment of the maintenance complement of this office, as recommended.

Upon receipt of this correspondence, we request that the District Human Resources Manager ensure that any impacted job slots are updated and maintained properly in the HCES database and the actions necessary to adjust the maintenance complement of this office as recommended are taken.

With appropriate approvals/concurrence the maximum authorized maintenance complement of this office is as follows:

<u>Position Title</u>	<u>Level</u>	<u>Maximum Authorized Staffing</u>
Laborer/Custodial PTR	PS-04	1
TOTAL MAINTENANCE COMPLEMENT		1

Based on the documentation submitted, and/or on file at the Western Area Maintenance Operations Office and the present authorized maintenance complement, the following Function 3B workhours are supported.

Validated Function 3B work hours from documentation submitted	
Section 5 - MS-47/PS-4852 (LDC 3B)	1347 hours
Total Function 3B supported	1347 hours

If there are any questions concerning these recommendations or this request please contact me at (303) 313-5990

Andy Henderson  
Manager

  
Approved by Shaun E. Mossman  
Manager, Operations Support

CC: District Manager, Salt Lake City District  
Manager, Labor Relations, Salt Lake City District w/attachments  
Senior Plant Manager, Salt Lake City P&DC  
Manager, Maintenance (Lead) Salt Lake City P&DC w/attachment  
Bruce Wichers, M.MES, Salt Lake City P&DC w/attachments  
Timothy A. Wright, MMS, Western Area Office w/attachment

# Idaho Falls, Idaho, United States

