

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

October 20, 2010

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

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

Omar M. Gonzalez, Coordinator

SUBJECT: Notice of Impacts in COWY District

Dear Mr. Gonzalez,

This letter is with regard to the workload reductions in the Steamboat Springs, CO Post Office. In order to minimize impact due to the workload reductions we are authorizing the withholding of four (4) residual vacancies (2 full time and 2 part time flexible) at the same (Level 6) or lower level in surrounding installations within a 100 mile radius. These positions include clerk, carrier, mail handler and custodial craft positions.

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

Scott Sutton for
Simon Storey
Manager Human Resources (A)
Western Area

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

Cc: Manager Labor Relations Western Area
Manager Programs Delivery Support, Western Area
Manger In-Plant Support Western Area
District Manager COWY
Manager Human Resources COWY
Manager Labor Relations COWY
NALC Region 4
NPMHU Regional Director Denver

WorkHour Impact Report

| | |
|---|-----------------------------------|
| Impacted Bid Cluster | STEAMBOAT SPGS POST OFFICE |
| Installation Address | |
| Area Name | WESTERN |
| Impact Type | Reduction Other Than by Attrition |
| Date of Impact | 12/18/2010 |
| Period (Dates) of Review Performed | 09/12/2009 thru 09/10/2010 |
| Report Prepared By | Kathleen Jackson |
| Report Prepared Date | 10/08/2010 |
| Reviewed By | Selwyn Epperson |
| Phone | (303) 853-6160 |

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 | 585 | 525 | -60 | -240 | -3120 | -2 | 1820 |

OverTime Impact

| | Current OT Average Weekly Hrs | Current OT Rate | Planned OT per Week from changes | Additional Planned OT per Week | Percent Planned OT per Week | Planned OT Hours per Week | Planned OT Rate |
|-------|-------------------------------------|--------------------|--|--------------------------------------|-----------------------------------|---------------------------------|--------------------|
| Total | 49 | 8.4% | -16 | 0 | | 33 | 6.3% |

WorkHour Impact Report

Casuals

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

Part Time Flexible (PTFs)

| | |
|---|-----|
| a. Current Number of CLERK PTFs on Rolls | 2 |
| b. Current Total Non-OverTime CLERK PTFs Hours per Month | 240 |
| c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month | - |
| d. Number of CLERK PTFs that will have Reduced Hours | 0 |
| e. Will there be any CLERK PTFs Excessed from Craft or Installation | YES |
| If Yes how Many CLERK PTFs | 2 |
| f. Provide Narrative Explaining need for Excessing | |
| workload reductions at the Steamboat Springs PO will result in the need to excess out of the installation two PTF clerks level 06 | |

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 CLERK PTRs | NO 0 |
| e. Provide Narrative Explaining need for Excessing | |
| n/a | |

Full Time Regular (FTRs)

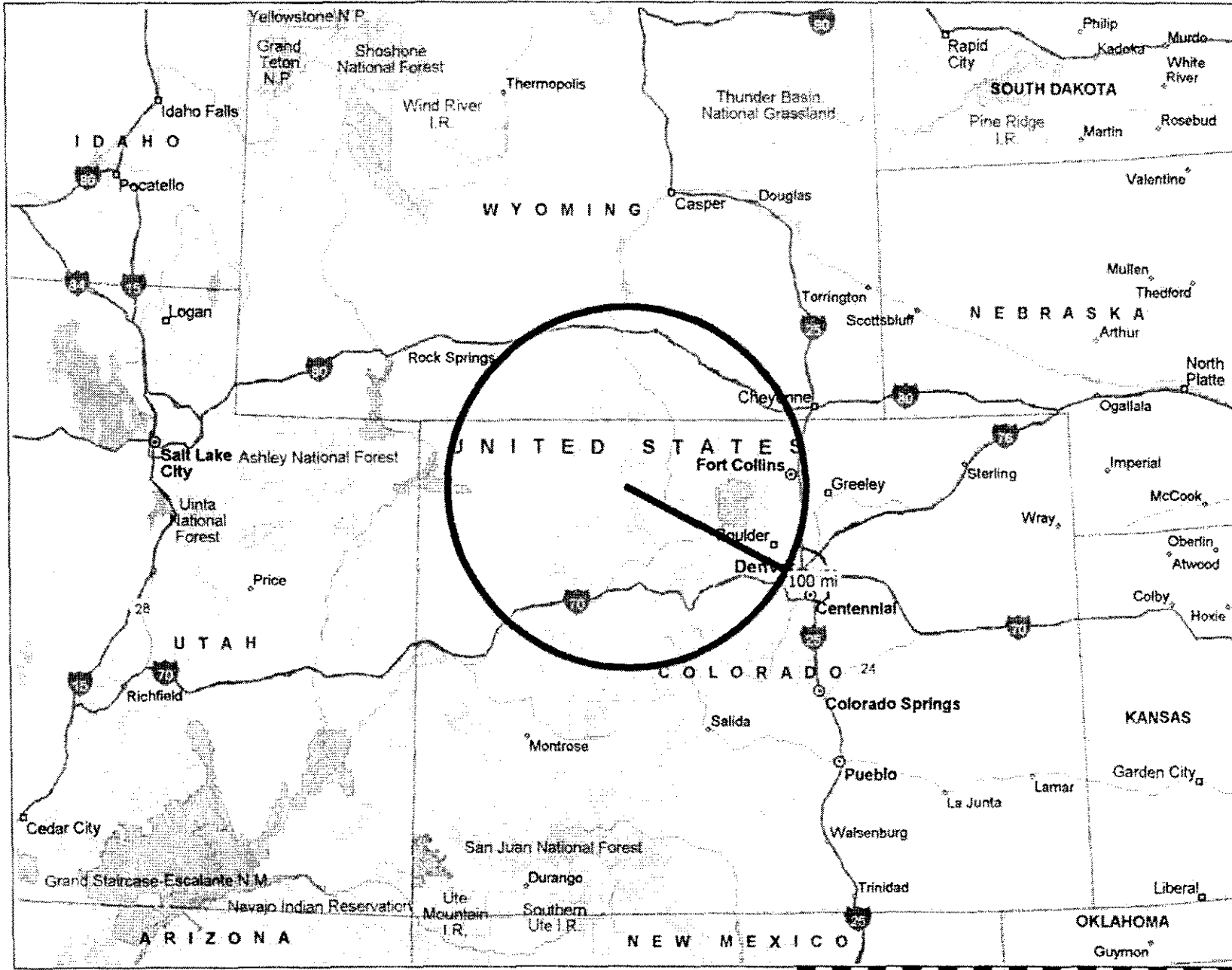
| | |
|---|---------|
| a. Current Number of CLERK FTRs on Rolls | 15 |
| b. Planned Number of CLERK FTR Positions After Impact | 15 |
| c. Estimated Number of CLERK FTR Attrition | 0 |
| d. Will there be any CLERK FTRs Excessed from Craft or Installation If Yes how Many CLERK FTRs | NO 0 |
| e. Provide Narrative Explaining need for Excessing | |
| n/a | |

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 | -64 |
| c. Planned Reduction in Casual Non-OT Hours per Month | 0 |
| 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 | 2100 |
| f. Total FTE Savings | -2 |

United States, North America



| THE CSV COMPLEMENT MODEL SHOULD NOT BE THE SOLE SOURCE OF PERMANENT STAFFING DECISIONS | | | | | |
|--|---------------|--|--|------------------|------------------|
| CUSTOMER SERVICE VARIANCE - CLERK/MAILHANDLER COMPLEMENT | | | | | |
| Delivery Days: 302 | | STEAMBOAT SPGS PO - STEAMBOAT SPGS PO 078550 | | | DATE: 10/01/2010 |
| Leave Replacement Calculation | | | | | |
| Leave Type | Hrs Per Day | Leave % | Formula | Employees Earned | |
| Annual Leave | 64 | 14.00% | (CSV Avg Daily Hours x 14.00%)(5 day wk/40 hr Wk/Wk) | 1.34 | Clerk/MH(s) |
| Sick Leave | 64 | 3.50% | (CSV Avg Daily Hours x 3.50%)(5 day wk/40 hr Wk/Wk) | 0.34 | Clerk/MH(s) |
| LWOP | 64 | 1.00% | (CSV Avg Daily Hours x 1.00%)(5 day wk/40 hr Wk/Wk) | 0.10 | Clerk/MH(s) |
| (Subtract Overtime) | 64 | 8.00% | (CSV Avg Daily Hours x 8.00%)(5 day wk/40 hr Wk/Wk) | 0.77 | Clerk/MH(s) |
| Net Total | | 10.50% | Leave/OT Replacement Needs >>>> | 1.01 | Clerk/MH(s) |
| | | | Replacement for Replacement >>>> | 0.11 | Clerk/MH(s) |
| | | | Total Leave Replacement >>>> | 1.11 | Clerk/MH(s) |
| Man Year (0 < 100, 1 100-199, 2 => 200) | | 0 | Current Ratio FT/PT | 88% | 12% |
| | | | Target Ratio FT/PT | 0% | 100% |
| Current on Rolls | | | Earned Complement | | |
| Full Time Clerk | | 15 | Full Time Clerk | | 0 |
| Part Time Flexible Clerk | | 2 | Part Time Flexible Clerk | | 11 |
| Part Time Regular Clerk | | 0 | Part Time Regular Clerk | | 0 |
| Full Time Mailhandler | | 0 | Full Time Mailhandler | | 0 |
| Part Time Flexible Mailhandler | | 0 | Part Time Flexible Mailhandler | | 0 |
| Part Time Regular Mailhandler | | 0 | Part Time Regular Mailhandler | | 0 |
| Total F4 on Rolls | | 17 | Total F4 Earned | | 11 |
| Current Actual | Daily Hrs | Employees | Target | Daily Hrs | Employees |
| LDC 41 Clerk/MH(s) | 0.00 | 0.00 | LDC 41 Clerk/MH(s) | 0.00 | 0.00 |
| LDC 42 Clerk/MH(s) | 0.76 | 0.11 | LDC 42 Clerk/MH(s) | 0.66 | 0.10 |
| LDC 43 Clerk/MH(s) | 16.07 | 2.43 | LDC 43 Clerk/MH(s) | 13.50 | 2.04 |
| LDC 44 Clerk/MH(s) | 21.25 | 3.22 | LDC 44 Clerk/MH(s) | 19.03 | 2.87 |
| LDC 45 Clerk/MH(s) | 30.49 | 4.61 | LDC 45 Clerk/MH(s) | 19.13 | 2.89 |
| LDC 48 Clerk/MH(s) | 33.31 | 5.04 | LDC 48 Clerk/MH(s) | 11.27 | 1.70 |
| Total Actual Daily Hrs | 101.88 | 15.42 | Total Earned Daily Hrs | 63.60 | 9.60 |
| Daily Hours Actual | | 101.88 | Daily Hours Earned | | 63.60 |
| Current Complement | | 17 | Target Complement | | 10.72 |
| FTEE Current | | 1810 | FTEE Target | | 1792 |
| Projected Annual Hrs Actual | | 30,769 | Projected Annual Hrs Earned | | 19,208 |
| On Duty Required Totals | | 9.60 | Full Time Equiv Employee (Hrs per) | | 1792 |
| Leave Replacement Totals | | 1.11 | Variance FTEE | | 6.28 |
| Complement Total | | 10.72 | Complement % Achieved | | 64.71% |

| OFFICE | FULL NAME | EMP ID | JOB ID | JOB TITLE | PAY LEVEL | D/A | SEN # | VET PREF | SEN DATE CRAFT |
|--------------|--------------------|---------|----------|----------------------|-----------|-----|-------|----------|----------------|
| STEAMBOAT SP | CIARRA DONALD P | 2981256 | 95712508 | WINDOW SVC TECH | 7 | 110 | 1 | Y | 9/6/1980 |
| STEAMBOAT SP | BLOSSOM CLARISA C | 3359483 | 95487289 | LEAD SALES & SERVICE | 7 | 110 | 1 | N | 9/23/2000 |
| STEAMBOAT SP | PASTERNAK CRAIG S | 3329133 | 95607309 | MAIL PROCESSING CLE | 6 | 110 | 1 | N | 7/30/1984 |
| STEAMBOAT SP | FERGUSON VICKI V | 3069135 | 95472957 | MAIL PROCESSING CLE | 6 | 110 | 1 | N | 2/15/1986 |
| STEAMBOAT SP | PUCKETT DAVID L | 3235910 | 95539422 | DIST WINDOW CLK | 6 | 110 | 1 | Y | 8/16/1986 |
| STEAMBOAT SP | MARKO ROBERT J | 3250581 | 95708281 | DIST WINDOW CLK | 6 | 110 | 1 | N | 9/13/1986 |
| STEAMBOAT SP | BOLEN JEFFREY R | 3385214 | 95802714 | MAIL PROCESSING CLE | 6 | 110 | 1 | N | 7/4/1987 |
| STEAMBOAT SP | VEDEPO CHARLES J | 3205848 | 95785939 | SALES,SVCS/DISTRIBUT | 6 | 110 | 1 | N | 12/31/1988 |
| STEAMBOAT SP | SHRYOCK CATHY J | 3167757 | 95471250 | MAIL PROCESSING CLE | 6 | 110 | 1 | N | 5/29/1993 |
| STEAMBOAT SP | STEWART EVA M | 3181184 | 95787125 | DIST WINDOW CLK | 6 | 110 | 1 | N | 1/22/1994 |
| STEAMBOAT SP | GRADY KENNETH B | 3128938 | 95810117 | MAIL PROCESSING CLE | 6 | 110 | 1 | N | 10/15/1994 |
| STEAMBOAT SP | GIBBON KENNETH E | 3114988 | 95480735 | SALES,SVCS/DISTRIBUT | 6 | 110 | 1 | Y | 6/16/2001 |
| STEAMBOAT SP | WOODWARD STUART P | 3054551 | 95514586 | SALES,SVCS/DISTRIBUT | 6 | 110 | 1 | N | 12/15/2001 |
| STEAMBOAT SP | MARCHBANKS JASON D | 3494989 | 95784260 | SALES,SVCS/DISTRIBUT | 6 | 119 | 1 | N | 2/19/2005 |
| STEAMBOAT SP | MARTIN ROBIN R | 3444022 | 95471398 | SALES,SVCS/DISTRIBUT | 6 | 110 | 2 | Y | 2/19/2005 |
| STEAMBOAT SP | BLOSSOM DAVID W | 3093520 | 95503002 | SALES,SVCS/DISTRIBUT | 6 | 410 | 1 | N | 4/16/2005 |
| STEAMBOAT SP | ILKU MICHAEL J | 3645527 | 95843008 | SALES,SVCS/DISTRIBUT | 6 | 410 | 1 | Y | 1/7/2006 |