

Western Area
Human Resources



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APWU
AUG 01 2007
WESTERN REGION
COORDINATOR

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

July 30, 2007

Certified #

Phoenix Metro Area Local

Omar M. Gonzalez
Western Regional Coordinator
APWU, AFL-CIO
500 Airport Blvd., Suite 450
Burlingame, CA 94010-1940

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

Re: Authorization of Withholding – Higley, AZ

Omar M. Gonzalez, Coordinator

*cc: communications dept
NBA*

Dear Mr. Gonzalez:

Please be advised that as a result of a zip code realignment and the movement of rural carriers to other offices there is a need to excess one part-time flexible clerk from the Higley, AZ Post Office.

The Western Area has authorized the Arizona Performance Cluster to withhold 1 part-time flexible level PS-5 clerk position within a 50-mile radius of Higley, AZ.

If you have any questions, please contact Dan L. Foster, Labor Relations Specialist at 303-313-5702.

Sincerely,

Dan L Foster for
Valerie E. Martin
Manager Human Resources
Western Area

cc: Manager Labor Relations Western Area
District Manager Arizona
Senior Plant Manager Arizona
Manager Human Resource Arizona
Manager Labor Relations Arizona
Operations Support Arizona
POOM (B) Arizona
Postmaster Higley AZ

Attachment: Site Impact Report

SITE IMPACT REPORT

Summary

Date Prepared: July 6th, 2007

Impacted Installation(s): Higley Post Office

Installation Address: Higley Post Office
Higley Post Office
16912 E. Ray Rd.
Higley, AZ 85236-9998

Area Name: USPS, Western Area

Type of Impact(s): ZIP Code Realignment - Workload shift from Higley to Gilbert

Anticipated Date of Impact(s) July 2007

Site Impact Report Prepared By: Frank Payne *Frank J Payne 7/6/07*

Title: Acting Manager of Budget & Financial Analysis

Phone Number: 602-225-3485 (Office) or 602-721-3130 (Cell)

Fax Number: 602-225-3932

Site Impact Report Review/Approval By: Dave Martinez, Manager, Operations Programs Support (A)

Date: July 6th, 2007

NOTES:

The Higley Post Office requests Western Area authorization to excess one- (1) PTF from the craft and/or installation. With the ZIP Code Realignment, all Higley Rural Carriers have been moved to other Post Offices. There is no longer an LDC-43 workload in Higley. There will also be a reduction in LDC-48 workhours as the clerks in Higley no longer support any Rural Letter Carriers.

The Higley Postmaster has agreed with the plan to excess one- (1) PTF as the required workhour reductions are not significant enough to justify excessing a FTR Clerk.

SITE IMPACT REPORT

WORKHOUR IMPACTS

Installation: Higley Post Office

Finance Numbers: 03-3885

Impacted Craft: Clerk Craft

A Affected LDC(s)	B Cuurent Average Weekly Workhours	C Proposed Average Weekly Workhours	D Weekly Workhour Savings (C-B)	E AP Workhour Savings (D*4)	F Annual Workhour Savings (E*13)	G Annual FTE Savings (F/1768)
LDC-43 (Clerks ONLY)	64	39	-25	-100	-1,300	-0.7
LDC-48 (Clerks ONLY)	44	36	-8	-32	-416	-0.2
0	0	0	0	0	0	0.0
0	0	0	0	0	0	0.0
0	0	0	0	0	0	0.0
0	0	0	0	0	0	0.0
TOTAL:	108	75	-33	-132	-1,716	-1.0

SITE IMPACT REPORT

MANPOWER IMPACTS

1. OVERTIME - Current Average Based on Data from

Installation: Higley Post Office
 Finance Numbers: 03-3885

Impacted Craft: Clerk Craft

A	B	C	D	E	F	G	H
Affected LDC	Proposed Workhours per AP	Current Craft Overtime Rate per AP	Current Overtime Workhours per AP (B*C)	Proposed Overtime Rate per AP	Proposed Overtime Workhours per AP (B*E)	Planned Reduction In Overtime Hours per AP (D-F)	Full-Time Equivalents per AP (G/136)
LDC-43 (Clerks ONLY)	256	18.56%	48	10.00%	26	22	0.2
LDC-48 (Clerks ONLY)	176	18.56%	33	10.00%	18	15	0.1
0	0	0.00%	0	0.00%	0	0	0.0
0	0	0.00%	0	0.00%	0	0	0.0
0	0	0.00%	0	0.00%	0	0	0.0
0	0	0.00%	0	0.00%	0	0	0.0
TOTAL:	432	18.56%	80	10.00%	43	37	0.3

SITE IMPACT REPORT

MANPOWER IMPACTS

Installation: Higley Post Office
Finance Numbers: 03-3885
Impacted Craft: Clerk Craft

2. CASUALS

Current AP: July 2007

a. Current number of impacted craft casualties on the rolls	0
LDC-11 (Automation Letters/Flats)	0
LDC-12 (Mechanized Dist. Letters/Flats)	0
LDC-13 (Mechanized Dist. - Other)	0
LDC-14 (Manual Distribution)	0
LDC-17 (Other Direct Operations)	0
LDC-18 (Indirect/Related)	0
LDC-41 (Unit Distribution - Automated)	0
LDC-43 (Unit Distribution - Manual)	0
LDC-44 (P. O. Box Dist. - Manual)	0
LDC-45 (Window Services)	0
LDC-46 (Vending Equipment)	0
LDC-48 (ADMIN./MISC. - Mxd.)	0
LDC-49 (C.F.S.)	0
Average Through	July 2007
b. Average non-overtime workhours per casual per AP:	0.0
c. Average total non-overtime hours worked by casualties per AP:	0
d. Planned reduction in total non-overtime casual workhours per AP:	0
e. Number of impacted craft casualties impacted by reduced workhours:	0
f. Number of impacted craft casual positions to be eliminated:	0
LDC-11 (Automation Letters/Flats)	0
LDC-12 (Mechanized Dist. Letters/Flats)	0
LDC-13 (Mechanized Dist. - Other)	0
LDC-14 (Manual Distribution)	0
LDC-17 (Other Direct Operations)	0
LDC-18 (Indirect/Related)	0
LDC-41 (Unit Distribution - Automated)	0
LDC-43 (Unit Distribution - Manual)	0
LDC-44 (P. O. Box Dist. - Manual)	0
LDC-45 (Window Services)	0
LDC-52 (Accounting Techs.)	0
LDC-48 (ADMIN./MISC. - Mxd.)	0
LDC-49 (C.F.S.)	0
g. Number of impacted craft casualties remaining after impacts:	0
h. Provide a narrative justifying the need for these remaining casualties: Casuals will be utilized to process fluctuating (Seasonal) volumes and to cover career leave replacement, as necessary.	

SITE IMPACT REPORT

MANPOWER IMPACTS

Installation: Higley Post Office
Finance Numbers: 03-3885
Impacted Craft: Clerk Craft

3. TRANSITIONAL EMPLOYEES

Current AP: July 2007

a. Current number of impacted craft TE's on the rolls	0
LDC-11 (Automation Letters/Flats)	0
LDC-12 (Mechanized Dist. Letters/Flats)	0
LDC-13 (Mechanized Dist. - Other)	0
LDC-14 (Manual Distribution)	0
LDC-17 (Other Direct Operations)	0
LDC-18 (Indirect/Related)	0
LDC-41 (Unit Distribution - Automated)	0
LDC-43 (Unit Distribution - Manual)	0
LDC-44 (P. O. Box Dist. - Manual)	0
LDC-45 (Window Services)	0
LDC-52 (Accounting Techs.)	0
LDC-48 (ADMIN./MISC. - Mxd.)	0
LDC-49 (C.F.S.)	0
b. Average non-overtime workhours per TE per AP:	0.0
c. Average total non-overtime workhours worked by TE's per AP:	0.0
d. Planned reduction in total non-overtime TE workhours per AP:	0.0
e. Number of TE's impacted by reduced workhours:	0
f. Number of TE positions to be eliminated:	0
LDC-11 (Automation Letters/Flats)	0
LDC-12 (Mechanized Dist. Letters/Flats)	0
LDC-13 (Mechanized Dist. - Other)	0
LDC-14 (Manual Distribution)	0
LDC-17 (Other Direct Operations)	0
LDC-18 (Indirect/Related)	0
LDC-41 (Unit Distribution - Automated)	0
LDC-43 (Unit Distribution - Manual)	0
LDC-44 (P. O. Box Dist. - Manual)	0
LDC-45 (Window Services)	0
LDC-52 (Accounting Techs.)	0
LDC-48 (ADMIN./MISC. - Mxd.)	0
LDC-49 (C.F.S.)	0
g. Number of TE's remaining afetr impacts:	0
h. Provide a narrative justifying the need for these remaining TE's:	Not Applicable

SITE IMPACT REPORT

MANPOWER IMPACTS

Installation: Higley Post Office

Finance Numbers: 03-3885

Impacted Craft: Clerk Craft

4. PART-TIME FLEXIBLES (PTF's)

Current AP: July 2007

a. Current number of impacted craft PTF's on the rolls	3
LDC-11 (Automation Letters/Flats)	0
LDC-12 (Mechanized Dist. Letters/Flats)	0
LDC-13 (Mechanized Dist. - Other)	0
LDC-14 (Manual Distribution)	0
LDC-17 (Other Direct Operations)	0
LDC-18 (Indirect/Related)	0
LDC-41 (Unit Distribution - Automated)	0
LDC-43 (Unit Distribution - Manual)	0
LDC-44 (P. O. Box Dist. - Manual)	0
LDC-45 (Window Services)	0
LDC-52 (Accounting Techs.)	0
LDC-48 (ADMIN./MISC. - Mxd.)	3
LDC-49 (C.F.S.)	0

Average Through:

b. Average non-overtime workhours per impacted craft PTF per AP:	109.3
c. Average total non-overtime hours worked by impacted craft PTF's per AP:	327.8
d. Planned reduction in total non-overtime impacted craft PTF workhours per AP:	15.8
e. Number of individual clerk PTF's impacted by reduced workhours:	3
LDC-11 (Automation Letters/Flats)	0
LDC-12 (Mechanized Dist. Letters/Flats)	0
LDC-13 (Mechanized Dist. - Other)	0
LDC-14 (Manual Distribution)	0
LDC-17 (Other Direct Operations)	0
LDC-18 (Indirect/Related)	0
LDC-41 (Unit Distribution - Automated)	0
LDC-43 (Unit Distribution - Manual)	0
LDC-44 (P. O. Box Dist. - Manual)	0
LDC-45 (Window Services)	0
LDC-52 (Accounting Techs.)	0
LDC-48 (ADMIN./MISC. - Mxd.)	3
LDC-49 (C.F.S.)	0

Higley requests Western area authorization to excess one- (1) PTF Clerk from craft and/or installation. The PTF would likely be reassigned to the Gilbert PO (within a 20 mile radius of Higley), which is where the LDC-43 workload has moved to.

SITE IMPACT REPORT

MANPOWER IMPACTS

Installation: Higley Post Office
Finance Numbers: 03-3885

Impacted Craft: Clerk Craft

5. PRELIMINARY SUMMARY

Total required AP workhour savings: (from Column E, Page 1)	<u>-132</u>
Total planned reduction in overtime workhours per AP: (from Column G, Page 2)	<u>37</u>
Total planned reduction in impacted craft casual non-overtime workhours per AP (from Part d, Page 3)	<u>0</u>
Total planned reduction in TE non-overtime workhours per AP: (from Part d, Page 4)	<u>0</u>
Total planned reduction in PTF non-overtime workhours per AP: (from Part d, Page 5)	<u>16</u>
<hr/>	
Remaining required AP workhour savings:	<u>-79</u>
Remaining required Annual workhour savings:	<u>-1,029</u>
Remaining required annual manyear savings (FTE's @ 1,768):	<u>-0.6</u>

SITE IMPACT REPORT

MANPOWER IMPACTS

Installation: Higley Post Office
Finance Numbers: 03-3885
Impacted Craft: Clerk Craft

6. PART-TIME REGULARS (PTR's)

- a. Proposed number of impacted craft PTR positions after impact: 0
- | | |
|---|---|
| LDC-11 (Automation Letters/Flats) | 0 |
| LDC-12 (Mechanized Dist. Letters/Flats) | 0 |
| LDC-13 (Mechanized Dist. - Other) | 0 |
| LDC-14 (Manual Distribution) | 0 |
| LDC-17 (Other Direct Operations) | 0 |
| LDC-18 (Indirect/Related) | 0 |
| LDC-41 (Unit Distribution - Automated) | 0 |
| LDC-43 (Unit Distribution - Manual) | 0 |
| LDC-44 (P. O. Box Dist. - Manual) | 0 |
| LDC-45 (Window Services) | 0 |
| LDC-52 (Accounting Techs.) | 0 |
| LDC-48 (ADMIN./MISC. - Mxd.) | 0 |
| LDC-49 (C.F.S.) | 0 |
- b. How many impacted craft PTR positions are to be abolished and/or reverted: 0
- | | |
|---|---|
| LDC-11 (Automation Letters/Flats) | 0 |
| LDC-12 (Mechanized Dist. Letters/Flats) | 0 |
| LDC-13 (Mechanized Dist. - Other) | 0 |
| LDC-14 (Manual Distribution) | 0 |
| LDC-17 (Other Direct Operations) | 0 |
| LDC-18 (Indirect/Related) | 0 |
| LDC-41 (Unit Distribution - Automated) | 0 |
| LDC-43 (Unit Distribution - Manual) | 0 |
| LDC-44 (P. O. Box Dist. - Manual) | 0 |
| LDC-45 (Window Services) | 0 |
| LDC-52 (Accounting Techs.) | 0 |
| LDC-48 (ADMIN./MISC. - Mxd.) | 0 |
| LDC-49 (C.F.S.) | 0 |
- c. Will there be any employee excessing? YES or NO: NO
- d. Of the employees to be excessed out of their sections, but remain within their installations, how many will be:
- | | NO | Excessed Into: |
|---|----|----------------|
| LDC-11 (Automation Letters/Flats) | 0 | 0 |
| LDC-12 (Mechanized Dist. Letters/Flats) | 0 | 0 |
| LDC-13 (Mechanized Dist. - Other) | 0 | 0 |
| LDC-14 (Manual Distribution) | 0 | 0 |
| LDC-17 (Other Direct Operations) | 0 | 0 |
| LDC-18 (Indirect/Related) | 0 | 0 |
| LDC-41 (Unit Distribution - Automated) | 0 | 0 |
| LDC-43 (Unit Distribution - Manual) | 0 | 0 |
| LDC-44 (P. O. Box Dist. - Manual) | 0 | 0 |
| LDC-45 (Window Services) | 0 | 0 |
| LDC-52 (Accounting Techs.) | 0 | 0 |
| LDC-48 (ADMIN./MISC. - Mxd.) | 0 | 0 |
| LDC-49 (C.F.S.) | 0 | 0 |
- e. Will excessing out of the installation and/or craft be required? YES or NO: NO
- f. How many positions? Not Applicable
- g. List the anticipated installations and vacancies to which assignments will be made on the following page: Not Applicable

SITE IMPACT REPORT

MANPOWER IMPACTS

Installation:

Higley Post Office

Finance Numbers:

03-3885

Impacted Craft:

Clerk Craft

7. FULL-TIME REGULARS (FTR's)

a. Proposed number of impacted craft FTR positions after impact: 2

LDC-11 (Automation Letters/Flats)	0
LDC-12 (Mechanized Dist. Letters/Flats)	0
LDC-13 (Mechanized Dist. - Other)	0
LDC-14 (Manual Distribution)	0
LDC-17 (Other Direct Operations)	0
LDC-18 (Indirect/Related)	0
LDC-41 (Unit Distribution - Automated)	0
LDC-43 (Unit Distribution - Manual)	0
LDC-44 (P. O. Box Dist. - Manual)	0
LDC-45 (Window Services)	0
LDC-52 (Accounting Techs.)	0
LDC-48 (ADMIN./MISC. - Mxd.)	2
LDC-49 (C.F.S.)	0

b. How many impacted craft FTR positions are to be abolished and/or reverted: 0

LDC-11 (Automation Letters/Flats)	0
LDC-12 (Mechanized Dist. Letters/Flats)	0
LDC-13 (Mechanized Dist. - Other)	0
LDC-14 (Manual Distribution)	0
LDC-17 (Other Direct Operations)	0
LDC-18 (Indirect/Related)	0
LDC-41 (Unit Distribution - Automated)	0
LDC-43 (Unit Distribution - Manual)	0
LDC-44 (P. O. Box Dist. - Manual)	0
LDC-45 (Window Services)	0
LDC-52 (Accounting Techs.)	0
LDC-48 (ADMIN./MISC. - Mxd.)	0
LDC-49 (C.F.S.)	0

c. Will there be any employee excessing? Enter YES or NO: No

d. Of the employees to be excessed out of their sections, but remain within their installations, how many will be :

	No	Excessed Into
LDC-11 (Automation Letters/Flats)	0	0
LDC-12 (Mechanized Dist. Letters/Flats)	0	0
LDC-13 (Mechanized Dist. - Other)	0	0
LDC-14 (Manual Distribution)	0	0
LDC-17 (Other Direct Operations)	0	0
LDC-18 (Indirect/Related)	0	0
LDC-41 (Unit Distribution - Automated)	0	0
LDC-43 (Unit Distribution - Manual)	0	0
LDC-44 (P. O. Box Dist. - Manual)	0	0
LDC-45 (Window Services)	0	0
LDC-52 (Accounting Techs.)	0	0
LDC-48 (ADMIN./MISC. - Mxd.)	0	0
LDC-49 (C.F.S.)	0	0

e. Will excessing out of the installation and/or craft be required? Enter YES or NO: No

f. How many positions? 0

g. List the anticipated installations and vacancies to which assignments will be made on the following page.

SITE IMPACT REPORT

MANPOWER IMPACTS

1. OVERTIME

a.	Current impacted LDC overtime rate per Accounting Period:	18.56%
b.	Current impacted LDC overtime workhours per Accounting Period:	80
c.	Planned reduction in overtime workhours per Accounting Period:	37
d.	Proposed impacted LDC overtime workhours after installation:	43
e.	Proposed overtime rate in impacted LDC per Accounting Period after installation of the equipment:	10.00%

2. CASUALS

a.	Current number of impacted craft casuals on the rolls:	0
b.	Average hours worked by impacted craft casuals on the rolls:	0
c.	Planned reduction in impacted craft workhours per Accounting Period:	0
d.	Number of impacted craft casuals impacted by reduced workhours:	0
	- in Manual operations	0
	- in Mechanization	0
	- In Automation	0
e.	Number of impacted craft casual positions to be eliminated:	0
f.	Number of impacted craft casuals remaining:	0
g.	Impacted craft TE's remaining:	0
h.	Justify the need for these remaining casuals: - Casuals will be utilized to meet seasonal fluctuations in mail volumes and for career leave replacement, as necessary.	

3. PART-TIME FLEXIBLES

a.	Current number of impacted craft PTF's on the rolls:	3
b.	Average hours worked by PTF's per Accounting Period:	328
c.	Planned reduction in PTF workhours per Accounting Period:	15.8
d.	Number of individual impacted craft PTF's impacted by reduced workhours:	3
	- in Manual operations	3
	- in Mechanization	0
	- In Automation	0

SITE IMPACT REPORT

MANPOWER IMPACTS

- g. Provide a narrative of your current and future plan and adjustments made as a result of deployment:
One- (1) PTF will likely be excessed from Higley and reassigned to the Gilbert PO.

SITE IMPACT REPORT

MANPOWER IMPACTS

Installation: Higley Post Office
Finance Numbers: 03-3885

Impacted Craft: Clerk Craft

A	B	C	D	E
AFFECTED L.D.C.	AFFECTED CRAFT	CURRENT WEEKLY WORKHOURS	PROPOSED WEEKLY WORKHOURS	DAILY SAVINGS (WORKHOURS)
LDC-11 (Automation Letters/Flats)	Clerk Craft	0	0	0
LDC-12 (Mechanized Dist. Letters/Flats)	Clerk Craft	0	0	0
LDC-13 (Mechanized Dist. - Other)	Clerk Craft	0	0	0
LDC-14 (Manual Distribution)	Clerk Craft	0	0	0
LDC-17 (Other Direct Operations)	Clerk Craft	0	0	0
LDC-18 (Indirect/Related)	Clerk Craft	0	0	0
LDC-41 (Unit Distribution - Automated)	Clerk Craft	0	0	0
LDC-43 (Unit Distribution - Manual)	Clerk Craft	64	39	4
LDC-44 (P. O. Box Dist. - Manual)	Clerk Craft	0	0	0
LDC-45 (Window Services)	Clerk Craft	0	0	0
LDC-52 (Accounting Techs.)	Clerk Craft	0	0	0
LDC-48 (ADMIN./MISC. - Mxd.)	Clerk Craft	44	36	1
LDC-49 (C.F.S.)	Clerk Craft	0	0	0

* "E" Based on an average of 6-work days per week

HIGLEY
CLERK EMPLOYEE LIST

EIN	LAST	FIRST	MI	JOB ID	TITLE	LVL	D/A	LDC	BT	END	SDOS	JOB SKILL	SEN DATE	SEN #	VR	IMPACT
3330757	HARPER	CHERYL	D	8865150	SSDA	5	110	48	800	1650	Sal/Sun	SALES & SERVICE ASSOC TRAINING	2/27/1999	1	N	
3095239	EVENSON	RANDELL	B	9178710	SSDA	5	110	48	650	1500	Sup/Wed	SALES & SERVICE ASSOC TRAINING	11/6/1999	1	N	
3218129	HILL	HELEN	M	9178703	SSDA	5	410	48	700	0	ROTHOT	WINDOW CLERK TRAINING	3/6/2004	1	N	
3090335	WILSON	JAN	M	9178704	SSDA	5	410	48	700	0	ROTHOT	WINDOW CLERK TRAINING	8/7/2004	1	N	
3430407	FERRELL	JAMES	C	9178708	SSDA	5	410	48	800	0	ROTHOT	SALES & SERVICE ASSOC TRAINING	11/25/2006	1	Y	Excess out of Installation