

PACIFIC AREA OFFICE
HUMAN RESOURCES



August 29, 2007

Omar Gonzalez
APWU Western Regional Coordinator
500 Airport Blvd., Ste. 450
Burlingame, CA 94010

Dear Omar:

This is to advise you of the intent of the San Francisco Performance Cluster to utilize the provisions of Article 12 to involuntarily reassign 77 full-time and 6 part-time flexible clerks from the bid installations denoted below.

<u>Bid Installation</u>	<u>Number of FT Clerks</u>	<u>Number of PTF Clerks</u>
San Francisco	50	
San Rafael	11	
Sunnyvale	4	6
Menlo Park	12	
TOTAL	77	6

In addition to excessing from the craft and/or installation, it will also be necessary to realign bids and in some cases excess from sections. The basis for this action is an administrative review of the work load and earned work hours in Function 4 operations. Specifically, the earned work hours and the work load no longer support the current level of staffing in these offices. The final placement date will be February 23, 2008.

The Pacific Area will begin withholding up to 77 full-time residual assignments and 6 part-time flexible opportunities in the clerk craft and mail handler craft in the impacted offices and in the offices within 100 miles of the impacted offices.

Copies of the automated impact statements (AIR) and a list of the junior employees in each office along with the CSV reports are attached. In the interim, if you have any questions, you may contact Linda Shumate at (626) 855-6446.

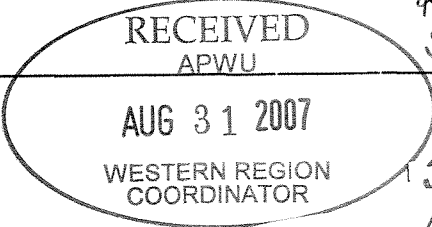
Manuel Botello

Manuel Botello
Manager, Human Resources

Attachments

cc: Area Manager, Operations Support
Area Manager, Finance

11255 RANCHO CARMEL DR. RM 227
SAN DIEGO, CA 92197-4400
PHONE: 858-674-3180
FAX: 858-674-3181



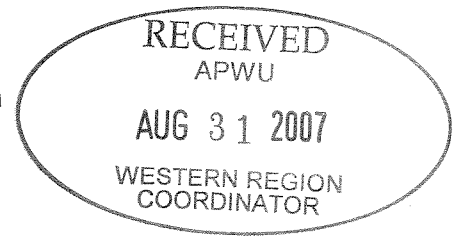
San Francisco
Redwood Empire
San Jose Area
East Bay Area
Skip Whalen
Oakland
Daly City
San Mateo
Stockton
Selmont Area

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

Omar M. Gonzalez, Coordinator
cc: Communications Dept.

Impacted Installation: San Francisco Bid Installation



Installation Address: San Francisco, Ca

Area Name: Pacific

Impact Type: Work Load Reduction – Earned Work Hours/Staffing

Date of Impact: February 8, 2008

Period (Dates) of Review Performed 8/5/2006 Thru 8/3/2007

Report Prepared By: Linda Shumate

Report Prepared Date: August 19, 2007

Reviewed By: Linda Shumate

WorkHour Impact Report

	A Current Average Weekly Hrs	B Planned Weekly Hrs	C Weekly Hrs Savings	D Monthly Savings (C*4)	E Annual Work Hours Savings (C*52)	F Annual FTE Savings (E / G)	G Current FTE Yearly Hour Rate
Total	58,157	59,098	941	3,764	48,932	31	1,669

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	3,741	6.4%	± -390	± 0	±	3,351	5.7%

WorkHour Impact Report

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Casuals

a. Current Number of Clerk Casuals on Rolls	54
b. Current Total Non-OverTime Clerk Casuals Hours per Month	7368
c. Planned Reduction in Total Non-OverTime Clerk Casuals Hours per Month	-724
d. Number of Clerk Casuals that will have Reduced Hours	0
e. Number of Clerk Casuals that will be Terminated	-5
f. Number of Clerk Casuals Remaining After Impact	49
g. Provide Narrative Justifying need for Remaining Clerk Casuals: The remaining casuals if still on the rolls at the time of excessing, will be utilized to cover temporary unavailability and provide flexibility,	

Part Time Flexible (PTFs)

a. Current Number of Clerk PTFs on Rolls	36
b. Current Total Non-OverTime Clerk PTFs Hours per Month	4624
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. Number of Complement Change in Clerk PTFs	0

WorkHour Impact Report

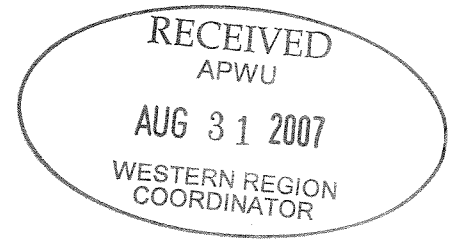
Part Time Regular (PTRs)

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
If Yes how Many Clerk PTRs	0
e. Provide Narrative Explaining need for Excessing	

Full Time Regular (FTRs)

a. Current Number of Clerk FTRs on Rolls	1576
b. Planned Number of Clerk FTR Positions after Impact	1624
c. Estimated Number of Clerk FTR Attrition	2
d. Will there be any Clerk FTRs Excessed from Craft or Installation	NO
If Yes how Many Clerk FTRs	-50
e. Describe Withholding Area Within Miles Around your Installation	100
f. Provide Narrative Explaining need for Excessing: An administrative review of the work load and staffing at select stations at the San Francisco bid installation reveals that the earned work hours do not support the current full-time staffing and that it will be necessary to reduce that staffing by involuntarily reassigning up to 52 full-time clerks from the installation. Allowing for projected attrition by copy of this impact statement, the Pacific Area will withhold up to 50 full-time residual assignments in the clerk craft and if necessary in the mail handler craft in the San Francisco bid installation and in the clerk craft in offices and plants within 100 miles.	

Impacted Installation: San Rafael Bid Installation



Installation Address: San Rafael

Area Name: Pacific

Impact Type: Work Load Reduction – Earned Work Hours/Staffing

Date of Impact: February 8, 2008

Period (Dates) of Review Performed 8/19/2006 Thru 8/17/2007

Report Prepared By: Linda Shumate

Report Prepared Date: August 18, 2007

Phone: (626) 855-6446

Reviewed By: Linda Shumate

WorkHour Impact Report

	A Current Average Weekly Hrs	B Planned Weekly Hrs	C Weekly Hrs Savings	D Monthly Savings (C*4)	E Annual Work Hours Savings (C*52)	F Annual FTE Savings (E / G)	G Current FTE Yearly Hour Rate
Total	1,827	1,304	-523	-2,092	-27,196	-17	1,612

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	224	12.3%	± -146	± 0	±	78	6.0%

WorkHour Impact Report

Casuals

a. Current Number of Clerk Casuals on Rolls	2
b. Current Total Non-OverTime Clerk Casuals Hours per Month	288
c. Planned Reduction in Total Non-OverTime Clerk Casuals Hours per Month	-144
d. Number of Clerk Casuals that will have Reduced Hours	0
e. Number of Clerk Casuals that will be Terminated	-1
f. Number of Clerk Casuals Remaining After Impact	1
g. Provide Narrative Justifying need for Remaining Clerk Casuals: The one remaining casual if still on the rolls at the time of excessing will be utilized to provide flexibility and cover temporary unavailability.	

Part Time Flexible (PTFs)

a. Current Number of Clerk PTFs on Rolls	11
b. Current Total Non-OverTime Clerk PTFs Hours per Month	1496
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. Number of Complement Change in Clerk PTFs	0

WorkHour Impact Report

Part Time Regular (PTRs)

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- | | |
|---|----|
| 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 |
| If Yes how Many Clerk PTRs | 0 |
| e. Provide Narrative Explaining need for Excessing | |

Full Time Regular (FTRs)

- | | |
|---|-----|
| a. Current Number of Clerk FTRs on Rolls | 35 |
| b. Planned Number of Clerk FTR Positions after Impact | 24 |
| c. Estimated Number of Clerk FTR Attrition | 2 |
| d. Will there be any Clerk FTRs Excessed from Craft or Installation | YES |
| If Yes how Many Clerk FTRs | 9 |
| e. Describe Withholding Area Within Miles Around your Installation | 100 |

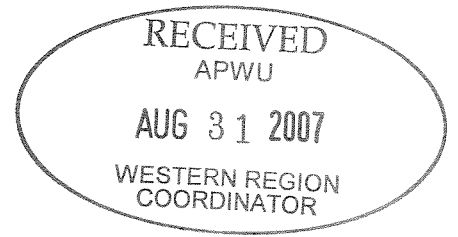
f. Provide Narrative Explaining need for Excessing: An administrative review of the workload reveals that the earned work hours do not support the current staffing levels and there is a need to excess 11 full-time clerks from the San Rafael Post Office. Allowing for attrition, by copy of this impact statement, the Pacific Area will withhold up to 9 full-time residual assignments in the clerk craft in the San Rafael Post Office or in the clerk and/or mail handler crafts in offices within 100 miles.

WorkHour Impact Report

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Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-1,364
b. Planned Reduction in Total OT Hours per Month	-584
c. Planned Reduction in Casual Non-OT Hours per Month	-144
d. Planned Reduction in PTF Non-OT Hours per Month	0
e. Total Planned Non-OT Hours per Month	4,904
f. Total FTE Savings	-17



Impacted Installation: Sunnyvale Bid Installation

Installation Address: Sunnyvale, CA

Area Name: Pacific

Impact Type: Work Load Reduction – Earned Work Hours/Staffing

Date of Impact: February 8, 2008

Period (Dates) of Review Performed 8/5/2006 Thru 8/3/2007

Report Prepared By: Linda Shumate

Report Prepared Date: August 20, 2007

Phone: (626) 855-6446

Reviewed By: Linda Shumate

WorkHour Impact Report

	A Current Average Weekly Hrs	B Planned Weekly Hrs	C Weekly Hrs Savings	D Monthly Savings (C*4)	E Annual Work Hours Savings (C*52)	F Annual FTE Savings (E / G)	G Current FTE Yearly Hour Rate 1,664
Total	2,045	1,972	-73	-292	-3,796	-2	

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	84	4.1%	± -15	± 0	±	69	3.5%

WorkHour Impact Report

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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	

Part Time Flexible (PTFs)

a. Current Number of Clerk PTFs on Rolls	6
b. Current Total Non-OverTime Clerk PTFs Hours per Month	744
c. Planned Reduction in Total Non-OverTime Clerk PTFs Hours per Month	-744
d. Number of Clerk PTFs that will have Reduced Hours	0
e. Number of Complement Change in Clerk PTFs	-6

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
If Yes how Many Clerk PTRs	0
e. Provide Narrative Explaining need for Excessing	

Full Time Regular (FTRs)

a. Current Number of Clerk FTRs on Rolls	54
b. Planned Number of Clerk FTR Positions after Impact	58
c. Estimated Number of Clerk FTR Attrition	-1
d. Will there be any Clerk FTRs Excessed from Craft or Installation	NO
If Yes how Many Clerk FTRs	-3
e. Describe Withholding Area Within Miles Around your Installation	100

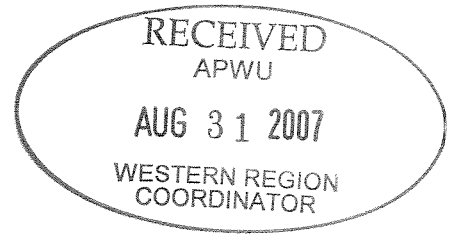
f. Provide Narrative Explaining need for Excessing: An administrative review of the work load and staffing at the Sunnyvale Post Office reveals that the earned work hours do not support the current and that it will be necessary to reduce that staffing by involuntarily reassigning up to 4 full-time clerks and 6 part-time flexible clerks from the installation. Allowing for projected attrition by copy of this impact statement, the Pacific Area will withhold up to 3 full-time residual assignments and 6 part-time flexible opportunities in the clerk craft in the Sunnyvale Office or in other offices within a 100 miles and if necessary, in the mail handler craft in offices and plants within 100 miles. .

WorkHour Impact Report

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Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	512
b. Planned Reduction in Total OT Hours per Month	-60
c. Planned Reduction in Casual Non-OT Hours per Month	0
d. Planned Reduction in PTF Non-OT Hours per Month	-744
e. Total Planned Non-OT Hours per Month	7,612
f. Total FTE Savings	-2



Impacted Installation: Menlo Park Bid Installation

Installation Address: Menlo Park, CA

Area Name: Pacific

Impact Type: Work Load Reduction – Earned Work Hours/Staffing

Date of Impact: February 8, 2008

Period (Dates) of Review Performed 8/5/2006 Thru 8/3/2007

Report Prepared By: Linda Shumate

Report Prepared Date: August 17, 2007

Phone: (626) 855-6446

Reviewed By: Linda Shumate

WorkHour Impact Report

	A Current Average Weekly Hrs	B Planned Weekly Hrs	C Weekly Hrs Savings	D Monthly Savings (C*4)	E Annual Work Hours Savings (C*52)	F Annual FTE Savings (E / G)	G Current FTE Yearly Hour Rate
Total	1,351	680	-671	-2,684	-34,892	-20	1,742

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	258	19.1%	± -176	± 0	±	82	12.0%

WorkHour Impact Report

Casuals

Page 2 of 4

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	

Part Time Flexible (PTFs)

a. Current Number of Clerk PTFs on Rolls	2
b. Current Total Non-OverTime Clerk PTFs Hours per Month	280
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. Number of Complement Change in Clerk PTFs	0

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
If Yes how Many Clerk PTRs	0
e. Provide Narrative Explaining need for Excessing	

Full Time Regular (FTRs)

a. Current Number of Clerk FTRs on Rolls	27
b. Planned Number of Clerk FTR Positions after Impact	12
c. Estimated Number of Clerk FTR Attrition	3
d. Will there be any Clerk FTRs Excessed from Craft or Installation	YES
If Yes how Many Clerk FTRs	12
e. Describe Withholding Area Within Miles Around your Installation	100

f. Provide Narrative Explaining need for Excessing: An administrative review of the work load and staffing at the Menlo Park Post Office reveals that the earned work hours do not support the current full-time staffing and that it will be necessary to reduce that staffing by involuntarily reassigning up to 15 full-time clerks from the installation. Allowing for projected attrition by copy of this impact statement, the Pacific Area will withhold up to 12 full-time residual assignments in the clerk craft in the Menlo Park Office or in other offices within a 100 miles and if necessary, in the mail handler craft in offices and plants within 100 miles.

WorkHour Impact Report

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Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-1,980
b. Planned Reduction in Total OT Hours per Month	-704
c. Planned Reduction in Casual Non-OT Hours per Month	0
d. Planned Reduction in PTF Non-OT Hours per Month	0
e. Total Planned Non-OT Hours per Month	2,392
f. Total FTE Savings	-20