

PACIFIC AREA OFFICE
HUMAN RESOURCES



RECEIVED
APWU
JAN 22 2008
WESTERN REGION
COORDINATOR

So Cal. locals

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

January 17, 2008

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

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

Omar M. Gonzalez, Coordinator

Correction

cc: Communications Dept.

Dear Omar:

This is to advise you of the intent of the Sierra Coastal Performance to excess a total of 9 clerks from two separate post offices based on a review of the workload. Specifically, it was determined that the earned work hours no longer support the current complement levels in these two offices. The final placement date will be July 18, 2008. The offices and number of impacted full-time Level 5 clerks in each office is set forth below.

OFFICE	IMPACT NUMBER
Burbank	5
Pasadena	3

The impacted will be notified by separate letter no later than 60 days prior to the effective date of excessing and apprised of their right to file an application to retreat to same, higher and lower level positions for which they would otherwise be qualified to bid or to change to part-time regular in lieu of being involuntarily reassigned to the gaining installation.

By copy of this letter and impact package, the Pacific Area will withhold up to 8 full-time residual assignments in the clerk craft and/or, if necessary, in other offices within 100 miles. In the interim, if you have any questions or wish to meet on this matter, 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

all LMS!

Impacted Installation: Burbank Bid Installation

Installation Address: Burbank, CA

Area Name: Pacific

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

Date of Impact: 7/18/08

Period (Dates) of Review Performed 1/6/2007 Thru 1/4/2008

Report Prepared By: Linda Shumate

Report Prepared Date: 1/14/08

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	1,590	1,317	-273	-1,092	-14,196	-8	1,716

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	126	7.9%	± -40	± 0	±	86	6.5%

WorkHour Impact Report

Casuals

Page 2 of 4

a. Current Number of Clerk Casuals on Rolls	1
b. Current Total Non-OverTime Clerk Casuals Hours per Month	140
c. Planned Reduction in Total Non-OverTime Clerk Casuals Hours per Month	-140
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	0
g. Provide Narrative Justifying need for Remaining Clerk Casuals	

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. Number of Complement Change in Clerk PTFs	0

WorkHour Impact Report

Part Time Regular (PTRs)

Page 3 of 4

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	45
b. Planned Number of Clerk FTR Positions after Impact	39
c. Estimated Number of Clerk FTR Attrition	1
d. Will there be any Clerk FTRs Excessed from Craft or Installation	YES
If Yes how Many Clerk FTRs	5
e. Describe Withholding Area Within Miles Around your Installation	100

f. Provide Narrative Explaining need for Excessing: A staffing and scheduling review at the Burbank office revealed that the current staffing is no longer supported by the work load based on earned work hours. Therefore, it will be necessary to involuntarily reassign up to 5 full-time clerks from the bid installation. By copy of this impact statement, the Pacific Area will withhold up to 5 full-time residual assignments in the impacted office and if necessary in other offices within 100 miles.

WorkHour Impact Report

Page 4 of 4

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-792
b. Planned Reduction in Total OT Hours per Month	-160
c. Planned Reduction in Casual Non-OT Hours per Month	-140
d. Planned Reduction in PTF Non-OT Hours per Month	0
e. Total Planned Non-OT Hours per Month	4,924
f. Total FTE Savings	-8

AREA CUSTOMER SERVICE VARIANCE - [913]-SIERRA COASTAL PFC					
BURBANK PO - BURBANK PO 051026			Variance Date: 01/17/2008		
Analysis Period: 10/13/2007 to 01/11/2008 - Customer Service Days: 74			Unit Level: 22 Man Yr: 2 CAG: C		
Benchmark Generation: FY 2007 WK 1 - FY 2007 WK 52		[BURBANK PO] BURBANK PO			
FTEE COMPLEMENT ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
Full Time Clerk	39	39	45	6	86.67%
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	39	39	45	6.05	86.56%
Full Time Equivalent Hrs	1870	1875	1874		
WORKHOUR ANALYSIS					
<i>Automation/Mechanized (LDC41-42)</i>					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
LDC 41 Hours	0	0	0	0	0%
LDC 42 Hours	0	0	0	0	0%
Total Auto/Mech Hours	0	0	0	0	0%
<i>Manual (LDC43-44)</i>					
LDC 43L Hours	764	796	684	-112	116.33%
LDC 43F Hours	2406	1910	1337	-573	142.89%
LDC 43P Hours	1234	1629	1193	-436	136.52%
LDC 43A Hours	1724	1724	2185	461	78.90%
LDC 43 Total	6128	6059	5399	-660	112.22%
LDC 44 Hours	700	774	833	59	92.92%
Total Manual Hours	6828	6833	6232	-601	109.64%
<i>Retail/Admin (LDC45,46,48)</i>					
LDC 45 Hours	7106	7114	7959	845	89.38%
LDC 46 Hours	207	207	118	-89	175.53%
LDC 48 Hours	3744	3745	6356	2611	58.92%
Total Retail/Admin Hours	11057	11066	14433	3367	76.67%
Total Function Four	17885	17898	20665	2767	86.61%
WORKLOAD ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
LDC 41 TPF Vol Pcs	0		0	0	0%
LDC 42 TPF Vol Pcs	0		0	0	0%
Auto/Mech Volume	0		0	0	0%
LDC 43 Dist Vol Ltrs (Ft)	3918		4079	161	4.11%
LDC 43 Dist Vol Flts (Ft)	15135		12019	-3117	-20.59%
LDC 43 Dist Vol PP/Sprs	373759		493496	119737	32.04%

LDC 44 Box Ltrs (Ft)	2481		2998	517	20.86%
LDC 44 Box Flts (Ft)	1285		1300	15	1.17%
Manual Vol (w/o PP/Sprs)	22819		20396	-2423	- 10.62%
LDC 45 Transactions	273821		290143	16322	5.96%
Retail Transaction Volume	273821		290143	16322	5.96%
PRODUCTIVITY ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
LDC 41 PPH	0	0	0	0	0%
LDC 42 PPH	0	0	0	0	0%
LDC 43 Dist Vol Ltrs FPH	5.13	5.13	5.96	0.84	116.33%
LDC 43 Dist Vol Flts FPH	6.29	6.29	8.99	2.70	142.89%
LDC 43 Dist PP/Sprs PPH	303	303	414	111	136.63%
LDC 43 Allied Hrs per day	23.30	23.30	29.53	6.23	78.90%
LDC 44 Box L&F FPH	5.38	5.56	5.16	- 0.40	92.88%
LDC 45 Min. per Trans	1.56	1.47	1.65	0.17	89.38%
LDC 45 Trans per 1412	223.92		234.74	10.82	104.83%
UNIT ROUTE AND DELIVERIES ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
City Routes	102		102	0	0.00%
Rural Routes	0		0	0	0%
CDS Routes	0		0	0	0%
POB Equivalent Routes	9		9	0	0.00%
City Deliveries	49469		49485	16	0.03%
Rural Deliveries	0		0	0	0%
CDS Deliveries	0		0	0	0%
PO Box Deliveries	4470		4470	0	0.00%
FTES DAILY STAFFING ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	
Clerk/Mailhandler	36.51	36.43	42.09	5.66	

Workload Worksheet - BURBANK PO - BURBANK PO						
Benchmark LDC 41	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
DBCS Pcs	0	12500	0.00	0.00	0	0
CSBCS Pcs	0	19038	0.00	0.00	0	0
Number of DBCS Machines	0					
Number CSBCS Machines	0					
Allied DBCS		13.45	0.00	0.00	0	
Allied CSBCS		49.05	0.00	0.00	0	
Total LDC 41	Other>>>	0.00	0.00	0.00	0	0
Earned LDC 41	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
DBCS Pcs	0	12500	0.00	0.00	0	0
CSBCS Pcs	0	19038	0.00	0.00	0	0
Number of DBCS Machines	0					
Number CSBCS Machines	0					
Allied DBCS		13.45	0.00	0.00	0	
Allied CSBCS		49.05	0.00	0.00	0	
Total LDC 41	Other>>>	0.00	0.00	0.00	0	0
Benchmark LDC 42	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
FSM Pcs	0	1200	0.00	0.00	0	0
Nbr of FSM Machines	0					
Allied FSM		11.93	0.00	0.00	0	
Total LDC 42	Other>>>	0.00	0.00	0.00	0	0
Earned LDC 42	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
FSM Pcs	0	1200	0.00	0.00	0	0
Nbr of FSM Machines	0					
Allied FSM		11.93	0.00	0.00	0	
Total LDC 42	Other>>>	0.00	0.00	0.00	0	0
Benchmark LDC 43	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
LtrMan Footage	3918	5.50	712.34	51.93	764	5.13
FitMan Footage	15135	6.75	2242.28	163.46	2406	6.29
PP/Sprs Man Pcs	373759	325.00	1150.03	83.84	1234	303
Allied Hrs per Day			1607.71	117.20	1725	23.31
Total LDC 43	Other>>>	0.00	5712.35	416.43	6129	
Earned LDC 43	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
LtrMan Footage	4079	5.50	741.64	54.07	796	5.13
FitMan Footage	12019	6.75	1780.56	129.80	1910	6.29
PP/Sprs Man Pcs	493496	325.00	1518.45	110.69	1629	303
Allied Hrs per Day			1607.71	117.20	1725	23.31
Total LDC 43	Other>>>	0.00	5648.35	411.76	6060	
Benchmark LDC 44	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
LtrMan	248.09	5.00	49.62	3.62	53	4.66
FitMan	1284.74	7.00	183.53	13.38	197	6.52
PPMan	30974	225.00	137.66	10.04	148	209.71

DPS	2232.84	10.00	223.28	16.28	240	9.32
Allied (Box Rent Notices)	4470	0.0537	58.82	4.29	63	
Total LDC 44	Other>>>	0.00	652.92	47.60	701	5.38
Earned LDC 44	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
LtrMan	299.84	5.00	59.97	4.37	64	4.66
FitMan	1299.81	7.00	185.69	13.54	199	6.52
PPMan	33078	225.00	147.01	10.72	158	209.71
DPS	2698.53	10.00	269.85	19.67	290	9.32
Allied (Box Rent Notices)	4470	0.0537	58.82	4.29	63	
Total LDC 44	Other>>>	0.00	721.34	52.59	774	5.55
Benchmark LDC 45	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
Transactions	273821	1.07	4883.14	Included in WOS	4883	1.07
WOS Ancillary (33%)			1611.44	Included in WOS	1611	
Open/Close	1,222.84	30.00	611.42	Included in WOS	611	30.000
Total LDC 45	Other>>>	0.00	7106.00	Included in WOS	7106	1.56
Earned LDC 45	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
Transactions	290143	1.01	4884.07	Included in WOS	4884	1.01
WOS Ancillary (33%)			1611.74	Included in WOS	1612	
Open/Close	1,236.00	30.00	618.00	Included in WOS	618	30.000
Total LDC 45	Other>>>	0.00	7113.82	Included in WOS	7114	1.47
Benchmark/Earned LDC 46	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
Number of Machines	5					
Vending Days	65					
Service Time	1.93		125.67	9.16	135	
Audit Time	0.135		8.79	0.64	9	
Travel Time	0.70		45.50	3.32	49	
Total LDC 46	Other>>>	0.00	179.95	13.12	193	
Benchmark LDC 48	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
Delivery Support	3,991,486	0.0228	1516.76	110.57	1627	0.0245
Earned LDC 48	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
Delivery Support	3,992,670	0.0228	1517.21	110.60	1628	0.0245
Benchmark Total LDC 48					3744	
Adjusted for Deliveries					0	
Total LDC 48	Other>>>	219.37			3745	

BURBANK PO - BURBANK PO - LDC 48 EARNED WORKHOURS

WORKLOAD ELEMENT	SOURCE	VALUE	AWPS FACTORS INCLUDES STB	BENCHMARK MINS / DAY
P.O.BOX MAINT	BOXES-RENTED	4470	Rented boxes *2.145 min / 302	31.75
FIRM CALLER SERVICE	AVG DAY	21	Firm Holdouts *1.34 minutes	28.14
BOX ACCOUNTABLE MAIL	ROUTES 1 per 500	8.9400	6.437 minutes per route	57.55
CARRIER ACCOUNTABLES	ROUTES	102	6.437 minutes per route	656.57
CITY ROUTES	DELIVERIES	49469	Not Applicable	
RURAL ROUTES	DELIVERIES	0	Not Applicable	
HCR ROUTES	DELIVERIES	0	Not Applicable	
POST OFFICE BOXES	RENTED	4470	Not Applicable	
TELEPHONE	DELIVERIES	53939	3.2187 minutes per 1000 Deliveries	173.61
CFS MAINTENANCE	DELIVERIES	53939	0.6437 minutes per 500 Deliveries	69.44
CLAIMS	DELIVERIES	53939	3.2187 minutes per 5000 Deliveries	34.72
NIXIE/UBBM	DELIVERIES	53939	5.3645 minutes per 500 Deliveries	578.71
2ND NOTICES DLVS	DELIVERIES	53939	2.1450 minutes per 1000 Deliveries	115.70
DISPATCH DLVS	DELIVERIES	53939	6.4370 minutes per 1000 possible	347.21
VALIDATE 1412 'S	ACTUAL	17	6.437 minutes per 1412	106.37
BRM/PD #ACCT.POSTED DLY	AVERAGE	52	2.263 Minutes ea. Daily avg.	117.68
BRM/PD AVG PIECES DAILY	CALC MINUTES	3418	BRM/PD Pieces / 9.060 = Minutes	377.26
CANCEL MAIL	ACTUAL MINUTES	0	Actual + (STB Factor 0.0729)	0.00
EXPRESS/PRIORITY SCANS	# OF SCANS	500	0.150 min for each of the 1st 200 + 0.062 min each > 200	48.60
VERIFY DEPOSIT/TRANSMIT	# OF OFFICES	1	36.850 minutes per Office	36.85
COLLECTIONS	ACTUAL	60.0000	Actual + (STB Factor 0.0729)	64.37
AVG MAILINGS PER	# PER	0.0000	Mailings * 13 AP's * 30.650 min / 302	0.00
PS 8125 VERIFICATION	# OF SCANS	0	7.51 minutes per scan	0.00
APC MAINTENANCE	# PER MACHINE	0	5.3645 per machine	0.00
GENERAL CLERK	OFFICE LEVEL	0.00	Lead Finance Level 22,24 or 26 + (STB Factor 0.0729)	0.00
OPEN & CLOSE SUPPLIES & SERVICES	# OF OFFICES	1	13.41 minutes per office	13.41
OTHER:		165.7800	Actual Authorized Other Time	177.87
<i>Period 10/13/2007 - 01/11/2008 (74 Data Days)</i>		TOT.BENCHMARK MINUTES P/DAY		3035.81
<i>Report date 01/17/2008</i>		TOT.LDC48 BENCHMARK HOURS		3744.17
Bold Lettering = District Level Editable Workload Elements				

CUSTOMER SERVICE VARIANCE - CLERK/MAILHANDLER COMPLEMENT

UNIT/FINANCE NBR BURBANK PO - BURBANK PO 051026 (Delivery Days: 302) **DATE:** 01/17/2008

Leave Replacement Calculation

Leave Type	Hrs Per Day	Leave %	Formula	Employees Earned	
Annual Leave	239	14.00%	(CSV Avg Daily Hours x 14.00% x (6 day wk /40 hr WHwk) =	5.05	Clerk/MH(s)
Sick Leave	239	3.50%	(CSV Avg Daily Hours x 3.50% x (6 day wk /40 hr WHwk) =	1.26	Clerk/MH(s)
LWOP	239	1.00%	(CSV Avg Daily Hours x 1.00% x (6 day wk /40 hr WHwk) =	0.36	Clerk/MH(s)
(Subtract Overtime)	239	12.00%	(CSV Avg Daily Hours x 12.00% x (6 day wk /40 hr WHwk) =	4.33	Clerk/MH(s)
Net Total		6.50%	Leave/OT Replacement Needs ▶▶▶▶▶	2.34	Clerk/MH(s)
			Replacement for Replacement ▶▶▶▶▶	0.15	Clerk/MH(s)
			Total Leave Replacement ▶▶▶▶▶	2.50	Clerk/MH(s)

Man Year (0 < 100, 1 100-199, 2 => 200) 2

Current on Rolls

Full Time Clerk	45
Part Time Flexible Clerk	0
Part Time Regular Clerk	0
Full Time Mailhandler	0
Part Time Flexible Mailhandler	0
Part Time Regular Mailhandler	0
Total F4 on Rolls	45

Current Actual	Dly Hrs	Employees	
LDC41	0.00	0.00	Clerk/MH(s)
LDC42	- 0.16	- 0.02	Clerk/MH(s)
LDC43	72.46	10.94	Clerk/MH(s)
LDC44	12.50	1.89	Clerk/MH(s)
LDC45	112.73	17.03	Clerk/MH(s)
LDC46	1.48	0.22	Clerk/MH(s)
LDC48	85.54	12.92	Clerk/MH(s)
Total Actual Daily Hrs	284.55	42.98	Clerk/MH(s)

Daily Hours Actual	284.55
Current Complement	45
FTEE Current	1910
Projected Annual Hrs Actual	85933
On Duty Required Totals:	36.05
Leave Replacement Totals:	2.50
Complement Total	38.55

Current Ratio FT/PT	100%	0%
Target Ratio FT/PT	100%	0%

Earned Complement

Full Time Clerk	39
Part Time Flexible Clerk	0
Part Time Regular Clerk	0
Full Time Mailhandler	0
Part Time Flexible Mailhandler	0
Part Time Regular Mailhandler	0
Total F4 Earned	39

Target	Dly Hrs	Employees	
LDC41	0.00	0.00	Clerk/MH(s)
LDC42	0.00	0.00	Clerk/MH(s)
LDC43	81.37	12.29	Clerk/MH(s)
LDC44	9.40	1.42	Clerk/MH(s)
LDC45	94.63	14.29	Clerk/MH(s)
LDC46	2.74	0.41	Clerk/MH(s)
LDC48	50.61	7.64	Clerk/MH(s)
Total Daily Earned	238.75	36.05	Clerk/MH(s)

Daily Hours Earned	238.75
Target Complement	38.55
FTEE Target	1871
Projected Annual Hrs Earned	72102
Full Time Equiv Employee (Hrs per)	1871
Variance FTEE	6.45
Complement % Achieved	86.67%

BURBANK & STATIONS PROPOSED BUDGET

current budget per 1994

	43	hrs per day	43	44	hrs per day	44	45	hrs per day	45	46	hrs per day	46	48	hrs per day	48	TT per day	F4TT	F4TT	DIFF
MAIN OFFICE	29564	74.5	22648	3282	5	1520	34906	41.5	12616	418	1	304	17430	44.5	13528	166.5	85600	50616	
DOWNTOWN	0	0.5	152	0	2	608	0	20	6080	0	0.1	51	0	1.5	456	24.1	0	7347	
GLENOAKS	0	1.25	380	0	2	608	0	16.75	5092	0	0.1	51	0	2	608	22.1	0	6739	
MAGNOLIA	0	0.5	152	0	2	608	0	17.75	5396	0	0.1	51	0	1.75	532	22.1	0	6739	
															15124				
														csv 49.63					
	29564		23332	3282		3344	34906		29184	418		457	17430		15124		85600	71441	-14159
			-6232			62			-5722			39			-2306				

Impacted Installation: Pasadena Bid Installation

Installation Address: Pasadena, CA

Area Name: Pacific

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

Date of Impact: July 18, 2008

Period (Dates) of Review Performed 1/6/2007 Thru 1/4/2008

Report Prepared By: Linda Shumate

Report Prepared Date: 1/14/08

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	9,106	9,013	-93	-372	-4,836	-3	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	500	5.5%	± 0	± 0	±	500	5.5%

WorkHour Impact Report

Casuals

Page 2 of 4

a. Current Number of Clerk Casuals on Rolls	8
b. Current Total Non-OverTime Clerk Casuals Hours per Month	1184
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	8
g. Provide Narrative Justifying need for Remaining Clerk Casuals: The casuals will be utilized to cover temporary unavailability in accordance with the Das Arbitration award and the national agreement.	

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. Number of Complement Change in Clerk PTFs	0

WorkHour Impact Report

Part Time Regular (PTRs)

Page 3 of 4

a. Current Number of Clerk PTRs on Rolls	2
b. Planned Number of Clerk PTR Positions after Impact	2
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	269
b. Planned Number of Clerk FTR Positions after Impact	266
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	3
e. Describe Withholding Area Within Miles Around your Installation	0

f. Provide Narrative Explaining need for Excessing: A staffing and scheduling review at the Pasadena stations revealed that the current staffing is no longer supported by the work load based on earned work hours. Therefore, it will be necessary to involuntarily reassign up to 3 full-time clerks from the bid installation. By copy of this impact statement, the Pacific Area will withhold up to 3 full-time residual assignments in the impacted office and if necessary in other offices within 100 miles.

WorkHour Impact Report

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-372
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. Total Planned Non-OT Hours per Month	34,052
f. Total FTE Savings	-3

AREA CUSTOMER SERVICE VARIANCE - [913]-SIERRA COASTAL PFC					
PASADENA PO - PASADENA PO 055862			Variance Date: 01/17/2008		
Analysis Period: 10/13/2007 to 01/11/2008 - Customer Service Days: 74			Unit Level: 24 Man Yr: 2 CAG: B		
Benchmark Generation: FY 2007 WK 1 - FY 2007 WK 52		[PASADENA PO] PASADENA PO			
FTEE COMPLEMENT ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
Full Time Clerk	30	24	47	23	51.06%
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	30	24	47	22.51	52.11%
Full Time Equivalent Hrs	1870	1872	1590		
WORKHOUR ANALYSIS					
<i>Automation/Mechanized (LDC41-42)</i>					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
LDC 41 Hours	0	0	0	0	0%
LDC 42 Hours	0	0	0	0	0%
Total Auto/Mech Hours	0	0	0	0	0%
<i>Manual (LDC43-44)</i>					
LDC 43L Hours	420	293	592	299	49.50%
LDC 43F Hours	467	485	615	130	78.90%
LDC 43P Hours	717	747	676	-71	110.53%
LDC 43A Hours	1300	119	2332	2213	5.12%
LDC 43 Total	2904	1645	4215	2570	39.02%
LDC 44 Hours	675	718	825	107	87.03%
Total Manual Hours	3579	2362	5040	2678	46.87%
<i>Retail/Admin (LDC45,46,48)</i>					
LDC 45 Hours	6743	6319	8069	1750	78.31%
LDC 46 Hours	328	328	343	15	95.64%
LDC 48 Hours	3187	2226	4859	2633	45.81%
Total Retail/Admin Hours	10259	8873	13271	4398	66.86%
Total Function Four	13837	11235	18311	7076	61.36%
WORKLOAD ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
LDC 41 TPF Vol Pcs	0		0	0	0%
LDC 42 TPF Vol Pcs	0		0	0	0%
Auto/Mech Volume	0		0	0	0%
LDC 43 Dist Vol Ltrs (Ft)	3717		2595	-1122	- 30.18%
LDC 43 Dist Vol Flts (Ft)	5113		5314	201	3.93%
LDC 43 Dist Vol PP/Sprs	217112		226400	9288	4.28%

LDC 44 Box Ltrs (Ft)	2249		2181	-68	- 3.03%
LDC 44 Box Flts (Ft)	1592		1765	173	10.85%
Manual Vol (w/o PP/Sprs)	12671		11855	-816	- 6.44%
LDC 45 Transactions	251578		260802	9224	3.67%
Retail Transaction Volume	251578		260802	9224	3.67%
PRODUCTIVITY ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
LDC 41 PPH	0	0	0	0	0%
LDC 42 PPH	0	0	0	0	0%
LDC 43 Dist Vol Ltrs FPH	8.85	8.85	4.38	- 4.47	49.50%
LDC 43 Dist Vol Flts FPH	10.95	10.95	8.64	- 2.31	78.90%
LDC 43 Dist PP/Sprs PPH	303	303	335	32	110.56%
LDC 43 Allied Hrs per day	17.57	1.61	31.51	29.90	5.12%
LDC 44 Box L&F FPH	5.69	5.50	4.78	- 0.72	86.98%
LDC 45 Min. per Trans	1.61	1.45	1.86	0.40	78.31%
LDC 45 Trans per 1412	162.07		183.41	21.33	113.16%
UNIT ROUTE AND DELIVERIES ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
City Routes	76		0	-76	0%
Rural Routes	0		0	0	0%
CDS Routes	0		0	0	0%
POB Equivalent Routes	8		8	0	0.00%
City Deliveries	31808		0	-31808	0%
Rural Deliveries	0		0	0	0%
CDS Deliveries	0		0	0	0%
PO Box Deliveries	3841		3841	0	0.00%
FTES DAILY STAFFING ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	
Clerk/Mailhandler	28.25	22.91	37.22	14.31	

Workload Worksheet - PASADENA PO - PASADENA PO						
Benchmark LDC 41	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
DBCS Pcs	0	12500	0.00	0.00	0	0
CSBCS Pcs	0	19038	0.00	0.00	0	0
Number of DBCS Machines	0					
Number CSBCS Machines	0					
Allied DBCS		13.45	0.00	0.00	0	
Allied CSBCS		49.05	0.00	0.00	0	
Total LDC 41	Other>>>	0.00	0.00	0.00	0	0
Earned LDC 41	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
DBCS Pcs	0	12500	0.00	0.00	0	0
CSBCS Pcs	0	19038	0.00	0.00	0	0
Number of DBCS Machines	0					
Number CSBCS Machines	0					
Allied DBCS		13.45	0.00	0.00	0	
Allied CSBCS		49.05	0.00	0.00	0	
Total LDC 41	Other>>>	0.00	0.00	0.00	0	0
Benchmark LDC 42	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
FSM Pcs	0	1200	0.00	0.00	0	0
Nbr of FSM Machines	0					
Allied FSM		11.93	0.00	0.00	0	
Total LDC 42	Other>>>	0.00	0.00	0.00	0	0
Earned LDC 42	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
FSM Pcs	0	1200	0.00	0.00	0	0
Nbr of FSM Machines	0					
Allied FSM		11.93	0.00	0.00	0	
Total LDC 42	Other>>>	0.00	0.00	0.00	0	0
Benchmark LDC 43	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
LtrMan Footage	3717	9.50	391.23	28.52	420	8.85
FitMan Footage	5113	11.75	435.15	31.72	467	10.95
PP/Sprs Man Pcs	217112	325.00	668.04	48.70	717	303
Allied Hrs per Day			1212.66	88.40	1301	17.58
Total LDC 43	Other>>>	0.00	2707.09	197.35	2904	
Earned LDC 43	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
LtrMan Footage	2595	9.50	273.15	19.91	293	8.85
FitMan Footage	5314	11.75	452.25	32.97	485	10.95
PP/Sprs Man Pcs	226400	325.00	696.62	50.78	747	303
Allied Hrs per Day			111.30	8.11	119	1.61
Total LDC 43	Other>>>	0.00	1533.31	111.78	1645	
Benchmark LDC 44	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
LtrMan	224.91	5.00	44.98	3.28	48	4.66
FitMan	1592.50	7.00	227.50	16.58	244	6.52
PPMan	23393	225.00	103.97	7.58	112	209.71

DPS	2024.16	10.00	202.42	14.76	217	9.32
Allied (Box Rent Notices)	3841	0.0537	50.54	3.68	54	
Total LDC 44	Other>>>	0.00	629.41	45.88	675	5.69
Earned LDC 44	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
LtrMan	218.10	5.00	43.62	3.18	47	4.66
FltMan	1765.25	7.00	252.18	18.38	271	6.52
PPMan	28416	225.00	126.29	9.21	136	209.71
DPS	1962.90	10.00	196.29	14.31	211	9.32
Allied (Box Rent Notices)	3841	0.0537	50.54	3.68	54	
Total LDC 44	Other>>>	0.00	668.92	48.76	718	5.50
Benchmark LDC 45	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
Transactions	251578	1.07	4486.48	Included in WOS	4486	1.07
WOS Ancillary (33%)			1480.54	Included in WOS	1481	
Open/Close	1,552.28	30.00	776.14	Included in WOS	776	30.000
Total LDC 45	Other>>>	0.00	6743.15	Included in WOS	6743	1.61
Earned LDC 45	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
Transactions	260802	0.97	4216.30	Included in WOS	4216	0.97
WOS Ancillary (33%)			1391.38	Included in WOS	1391	
Open/Close	1,422.00	30.00	711.00	Included in WOS	711	30.000
Total LDC 45	Other>>>	0.00	6318.68	Included in WOS	6319	1.45
Benchmark/Earned LDC 46	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
Number of Machines	10					
Vending Days	65					
Service Time	3.92		254.58	18.56	273	
Audit Time	0.268		17.43	1.27	19	
Travel Time	0.20		13.00	0.95	14	
Total LDC 46	Other>>>	0.00	285.02	20.78	306	
Benchmark LDC 48	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
Delivery Support	2,638,026	0.0228	1002.45	73.08	1076	0.0245
Earned LDC 48	Volume	Prod Rate	Hrs	STB	Analysis Prd	Net Rate
Delivery Support	284,234	0.0228	108.01	7.87	116	0.0245
Benchmark Total LDC 48					3187	
Adjusted for Deliveries					- 960	
Total LDC 48	Other>>>	884.95			2228	

PASADENA PO - PASADENA PO - LDC 48 EARNED WORKHOURS

WORKLOAD ELEMENT	SOURCE	VALUE	AWPS FACTORS INCLUDES STB	BENCHMARK MINS / DAY
P.O.BOX MAINT	BOXES-RENTED	3841	Rented boxes *2.145 min / 302	27.28
FIRM CALLER SERVICE	AVG DAY	25	Firm Holdouts *1.34 minutes	33.50
BOX ACCOUNTABLE MAIL	ROUTES 1 per 500	7.6800	6.437 minutes per route	49.44
CARRIER ACCOUNTABLES	ROUTES	76	6.437 minutes per route	489.21
CITY ROUTES	DELIVERIES	31808	Not Applicable	
RURAL ROUTES	DELIVERIES	0	Not Applicable	
HCR ROUTES	DELIVERIES	0	Not Applicable	
POST OFFICE BOXES	RENTED	3841	Not Applicable	
TELEPHONE	DELIVERIES	35649	3.2187 minutes per 1000 Deliveries	114.74
CFS MAINTENANCE	DELIVERIES	35649	0.6437 minutes per 500 Deliveries	45.89
CLAIMS	DELIVERIES	35649	3.2187 minutes per 5000 Deliveries	22.95
NIXIE/UBBM	DELIVERIES	35649	5.3645 minutes per 500 Deliveries	382.48
2ND NOTICES DLVS	DELIVERIES	35649	2.1450 minutes per 1000 Deliveries	76.47
DISPATCH DLVS	DELIVERIES	35649	6.4370 minutes per 1000 possible	229.47
VALIDATE 1412 'S	ACTUAL	21	6.437 minutes per 1412	135.03
BRM/PD #ACCT.POSTED DLY	AVERAGE	0	2.263 Minutes ea. Daily avg.	0.00
BRM/PD AVG PIECES DAILY	CALC MINUTES	5	BRM/PD Pieces / 9.060 = Minutes	0.55
CANCEL MAIL	ACTUAL MINUTES	0	Actual + (STB Factor 0.0729)	0.00
EXPRESS/PRIORITY SCANS	# OF SCANS	500	0.150 min for each of the 1st 200 + 0.062 min each > 200	48.60
VERIFY DEPOSIT/TRANSMIT	# OF OFFICES	1	36.850 minutes per Office	36.85
COLLECTIONS	ACTUAL	150.0000	Actual + (STB Factor 0.0729)	160.94
AVG MAILINGS PER	# PER	0.0000	Mailings * 13 AP's * 30.650 min / 302	0.00
PS 8125 VERIFICATION	# OF SCANS	0	7.51 minutes per scan	0.00
APC MAINTENANCE	# PER MACHINE	0	5.3645 per machine	0.00
GENERAL CLERK	OFFICE LEVEL	0.00	Lead Finance Level 22,24 or 26 + (STB Factor 0.0729)	0.00
OPEN & CLOSE SUPPLIES & SERVICES	# OF OFFICES	1	13.41 minutes per office	13.41
OTHER:		668.7700	Actual Authorized Other Time	717.52
<i>Period 10/13/2007 - 01/11/2008 (74 Data Days)</i>		TOT.BENCHMARK MINUTES P/DAY		2584.33
<i>Report date 01/17/2008</i>		TOT.LDC48 BENCHMARK HOURS		3187.34
Bold Lettering = District Level Editable Workload Elements				

CUSTOMER SERVICE VARIANCE - CLERK/MAILHANDLER COMPLEMENT							
UNIT/FINANCE NBR		PASADENA PO - PASADENA PO 055862 (Delivery Days: 302)			DATE: 01/17/2008		
Leave Replacement Calculation							
Leave Type	Hrs Per Day	Leave %	Formula	Employees Earned			
Annual Leave	154	14.00%	(CSV Avg Daily Hours x 14.00% x (6 day wk /40 hr WHwk) =	3.26	Clerk/MH(s)		
Sick Leave	154	3.50%	(CSV Avg Daily Hours x 3.50% x (6 day wk /40 hr WHwk) =	0.81	Clerk/MH(s)		
LWOP	154	1.00%	(CSV Avg Daily Hours x 1.00% x (6 day wk /40 hr WHwk) =	0.23	Clerk/MH(s)		
(Subtract Overtime)	154	12.00%	(CSV Avg Daily Hours x 12.00% x (6 day wk /40 hr WHwk) =	2.79	Clerk/MH(s)		
Net Total		6.50%	Leave/OT Replacement Needs ▶▶▶▶▶	1.51	Clerk/MH(s)		
			Replacement for Replacement ▶▶▶▶▶	0.10	Clerk/MH(s)		
			Total Leave Replacement ▶▶▶▶▶	1.61	Clerk/MH(s)		
Man Year (0 < 100, 1 100-199, 2 => 200)		2		Current Ratio FT/PT 100% 0%			
				Target Ratio FT/PT 100% 0%			
Current on Rolls			Earned Complement				
Full Time Clerk	47		Full Time Clerk	25			
Part Time Flexible Clerk	0		Part Time Flexible Clerk	0			
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	47		Total F4 Earned	25			
Current Actual	Dly Hrs	Employees		Target	Dly Hrs	Employees	
LDC41	0.00	0.00	Clerk/MH(s)	LDC41	0.00	0.00	Clerk/MH(s)
LDC42	0.00	0.00	Clerk/MH(s)	LDC42	0.00	0.00	Clerk/MH(s)
LDC43	52.46	7.91	Clerk/MH(s)	LDC43	22.81	3.44	Clerk/MH(s)
LDC44	11.89	1.79	Clerk/MH(s)	LDC44	8.98	1.36	Clerk/MH(s)
LDC45	106.28	16.03	Clerk/MH(s)	LDC45	87.93	13.28	Clerk/MH(s)
LDC46	5.32	0.80	Clerk/MH(s)	LDC46	4.35	0.66	Clerk/MH(s)
LDC48	75.67	11.41	Clerk/MH(s)	LDC48	30.08	4.54	Clerk/MH(s)
Total Actual Daily Hrs	251.61	37.96	Clerk/MH(s)	Total Daily Earned	154.14	23.28	Clerk/MH(s)
Daily Hours Actual	251.61			Daily Hours Earned	154.14		
Current Complement	47			Target Complement	24.89		
FTEE Current	1617			FTEE Target	1871		
Projected Annual Hrs Actual	75987			Projected Annual Hrs Earned	46551		
On Duty Required Totals:	23.28			Full Time Equiv Employee (Hrs per)	1871		
Leave Replacement Totals:	1.61			Variance FTEE	22.11		
Complement Total	24.89			Complement % Achieved	53.19%		

PASADENA & STATIONS PROPOSED BUDGET

10/15/2007

current budget

per 1994

304

	43	hrs per day 43	43	44	hrs per day 44	44	45	hrs per day 45	45	46	hrs per day 46	46	48	hrs per day 48	48	TT PER DAY	F4TT	F4TT	DIFF
San Marino	3871	14.25	4332	778	3.5	1064	6765	21	6384	25	0.1	51	2565	7.25	2204	46.1	14004	14035	31
Jackie Robinson	8261	21.75	6612	516	1.75	532	4373	18	5472	438	0.1	51	6519	22	6688	63.6	20107	19355	-752
East Pasadena	7414	19.5	5928	1117	3	912	7489	19	5776	245	0.1	51	4792	12.68	3855	54.28	21057	16522	-4535
Raymond		60.25	18316		0	0		0	0		0	0	30.5	9272				27588	
Plaza		1.25	380		3.5	1064		29	8816		2.25	684		4	1216			12160	
Catalina		0.75	228		2.5	760		18.5	5624		0.1	51		2.25	684			7347	
Orangewood		0	0		2	608		17.5	5320		0.1	51		2.5	760			6739	
Lincoln		0	0		0	0		55.5	16872		0.1	51		4.75	1444			18367	
Raymond & Station	17689	62.25	18924	3319	8	2432	35862	120.5	36632	254	2.55	837	14484	44	13376	237.3	71608	72201	593
Pasadena ALL	37235		35796	5730		4940	54489		54264	962		990	28360		26123		126776	122113	-4663

-1439

-790

-225

28

-2237

41=1620

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