

Using 'Scheduler' to Create Desirable Duty Assignments

Questions and Answers

Below are Questions and Answers regarding the Scheduler program, which is designed to assist union representatives in creating desirable duty assignments.

Question 1:

The last entry on the Basic Information Sheet says to "Enter time for lunch." Does this refer to the lunch time for window clerks working in Labor Distribution Code 43 – Distribution-Manual (LDC 43) only, or is it the lunch time for all clerks?

Answer 1:

It is the lunch time for all clerks.

Question 2:

How do we "Enter the time for lunch" if the lunch swings are different lengths of time?

Answer 2:

Calculate the average time of all lunch swings.

Question 3:

The Internal Operation Plan/Standard Operation Plan (IOP/SOP) Mail Arrival Profile provided by management as part of the request for information states the percentage of volume for each type of mail on the trip, but not the total percentage of mail received each trip. Local management estimated the percentage of mail received on each trip. Can I use management's estimate of the percentage on each trip if the clerks in the office agree with the estimate?

Answer 3:

Yes, you can accept the estimate.

Question 4:

Our office has two stations. There is not a written IOP/SOP for the trips from the Main Post Office (MPO) to the stations. We know when the truck is scheduled to depart the MPO and arrive at the stations. Management concurs with the times stated by the clerks and the "estimated" percentage of mail on each trip. Can I use this information in the absence of a written IOP/SOP for the stations?

Answer 4:

Yes, but request in writing the documents to verify the trips from the MPO to the stations.

Question 5:

Our office has five clerks: 2 former part-time regulars and 3 former part-time flexible clerks who were converted to full-time regular on Aug. 27, 2011, and placed into Non-Traditional Full-Time (NTFT) schedules of less than 40 hours. We have filed a grievance protesting the designation of the converted clerks as unassigned/unencumbered and the grievance is being held in abeyance at Step 2 pending the outcome of the Step 4 filed by the APWU. A clerk who held a traditional full-time regular assignment on May 23, 2011, has retreat rights to our installation. The clerk is senior (installation seniority) to four of the newly converted FTRs. Management does not account for this employee in the Form e1994 or in the

office complement. Should I include the clerk with retreat rights in the complement even though management did not?

Answer 5:

No, the clerk is not in a bid job and is not assigned to the office. He/she is not a part of the complement.

Question 6:

I have reason to suspect that the clerks may not be recording moves between operations and that management has been inputting "moves." I can prove this by requesting the TACS Employee Everything Report, and checking to see if the clerk moved or if a manager input the move. I can only surmise that management would do this in order to maximize the hours in each operation. It will be evident that the clerks were "on the clock" and without any time being disallowed that it was productive time. What are your suggestions concerning this issue?

Answer 6:

Supervisors are responsible for verifying operational moves. Document where employees work, request TACS rings, and file a grievance on data fraud.

Question 7:

Should I receive 52 weeks of CSAW data as I requested, or is the information limited to a lesser amount?

Answer 7:

For CSAW, the information request should always be for the previous week. Requests for 52 weeks are for CSV only, not for CSAW. There are separate information requests for each, which you will have to submit each week.

Question 8:

The CSAW report requires four weeks of day-by-day reports. Managers are saying they can start now and provide week-by-week reports for the next four weeks. Can we utilize the matrix without waiting four weeks?

Answer 8:

For this time only, use the previous week's data that you received and input the information into TAB 2 of the workbook for the next four weeks. Starting in March 2012, we want to use the last two weeks in March and the first two weeks in April. After Labor Day week, request the next four weeks again. Request the information even if you are not scheduling.

Question 9:

When I try to open the Scheduler program, I receive the following message: "The converter failed to save the file." Do I need a special program or software to access the file?

Answer 9:

The Scheduler program will not open from your desk top. You must save it in "My Documents."

Question 10:

Should I use the data from all the documents that are on the "Request for Information Forms" that were provided in the scheduler program?

Answer 10:

For Function 1, you will need only two items we suggested you list on the Request for Information form for the purpose of the Scheduler:

1. All hour(s) per day, per tour, that are required in Function 1 or the following: Automation Letters; Automation Flats; Manual Letters; Manual Flats and remaining section will be listed as other (with each listed separately)
2. Request the corresponding clock rings the USPS used to support the above staffing via disk or flash drive (cost effective)

For "Function 4", you will need all the information suggested:

1. IOP/SOP Mail Arrival Profile from the Plant to Station and percentage of volume for each trip.
2. All reports and files for PS 1994 including the workbook that was used for scheduling in the office(s) listed on the form.
3. You only need: LDC 48 Earned Worksheet, Facility Database, Complement Worksheet (Mail-handler Customer Service Variance Clerk-Mailhandler).

Question 11:

Please explain CSV information on the Request for Information. Is the information on the request for information for CSV reporting period (April 17 FY 2010 and Ending Date April 15 FY 2011) correct, or are those dates used as examples? ~~There~~

Answer 11:

The dates shown on the form were used as examples only. You should request information about the 52 weeks preceding the date management provides. We want the average of 52 weeks, not the 13 weeks that management is using.

Question 12:

What is the reason for using the Basic Information Form that is in the Function 4 Scheduler?

Answer 12:

The individuals that work in an office know best what goes on in that office. We want to use their information to compare to information we receive from management.